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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

INSTRUCTIONS PERTAINING TO COTTON MARKETING QUOTAS FOR 1938

PART I. DETERMINING 1938 FARM COTTON ACREAGE ALLOTMENTS AND
NORMAL YIELDS

SUBPART A. COUNTY OFFICE PROCEDURE

Section 1. Eligibility. A cotton acreage allotment will be determined for each farm on which cotton was planted during any of the following years: 1935, 1936, and 1937; and also for farms on which cotton was not planted during any of the above three years but on which cotton is planted in 1938.

Sec. 2. Rule of Fractions for Use on the Cotton Data Sheet. All acreages entered on the Cotton Data Sheet should be rounded to whole acres with the exception of cotton acreages which are less than 10 acres. The rounding of cotton acreages which are greater than ten acres will apply only to the figures in Column F or in the space provided for Group 1-C acreages. In rounding fractional acreages, .5 of an acre or less should be dropped, and more than .5 of an acre should be counted a whole acre.

Sec. 3. Assembling Acreage Information for Individual Farms. In determining the 1938 cotton acreage allotment for the farm, it will be necessary to obtain (1) the 1937 acreage in the farm, exclusive of the acreage of commercial orchards, which is tilled annually or in regular rotation, the acreage normally devoted to tobacco and wheat for market (including wheat fed to livestock for market), and (2) the acreage planted to cotton plus the acreage diverted from cotton for payment in each of the three years 1935, 1936, and 1937. If cotton was not planted on the farm in 1935, 1936, or 1937, the intended 1938 cotton acreage should be obtained.

A. The following forms should be assembled for each farm:

- (a) 1935 Cotton Acreage Reduction Contract and compliance report therefor if a Cotton Acreage Reduction Contract was executed for such farm in 1935;
- (b) 1935 Bankhead Application and report of 1935 measured cotton acreage therefor if a Cotton Acreage Reduction Contract was not executed for such farm;
- (c) 1936 Agricultural Conservation Program Work Sheet, Form ECR-1, and 1936 Report of Performance, Form ECR-10;
- (d) Summary of Supervisors Farm Report for 1937, Form ECR-115 (and 1937 ACP Work Sheet if the farm was not in the 1936 Program); and
- (e) The 1937 Listing Sheet, Form ECR-101 or 102, should be available for use.

B. Data should be assembled in the following manner for each farm on the Cotton Data Sheet:

Enter in the spaces provided the 1938 ACP Work Sheet serial number, the name and address of the 1938 operator, the name and address of the 1938 owner, the name of the 1937 operator, the location of the farm, and the serial number of every other farm owned or operated, respectively, by the 1938 operator and by the 1938 owner. (Refer to 1938 Agricultural Conservation Program bulletin for definition of farm.)

Enter in Column B for each of the years 1935, 1936, and 1937 the acreage actually planted to cotton for each year respectively. The spaces in Columns C and D should be filled out in accordance with section 4.

Enter in Column E the acres actually diverted from cotton or the maximum acreage which could be diverted for payment, whichever is smaller, for each of the years 1935, 1936, and 1937. Tables should be used to show the maximum diverted acres for varying sizes of base acreage.

Enter in Column F the sum of the entries in Columns B and E.

Enter in Column G the acreage of land in the farm which is tilled annually or in regular rotation. This should be the acreage of cropland as determined by the 1937 supervisor less any acreage of commercial orchards.

Enter in Column H the tobacco base established in 1937 or 1936 (or where no such base was established, the usual acreage which can be recommended under the 1938 Agricultural Conservation Program).

Enter in Column I the acreage of wheat normally harvested for market (including that acreage normally devoted to wheat fed to livestock for sale). In arriving at the figure to be entered in Column I, due allowance should be made for the wheat consumption needs of the farm. For any farm for which an application for a Wheat Adjustment Contract for 1936-39, Form Wheat-201, was executed, the average base wheat acreage shown in such form should be considered in arriving at the acreage of wheat normally produced for market.

Enter in Column J the sum of the entries in Columns H and I.

Enter in Column K the difference between Columns G and J.

For those farms on which cotton was not planted in any of the years 1935, 1936, and 1937, no entries will be made for such years in Columns B, E, and F. In such cases the intended 1938 cotton acreage will be entered on the Cotton Data Sheet in the space provided, as indicated in C below.

C. Obtaining Data for Farms on which Cotton Will Be Planted in 1938 but on which Cotton Was Not Planted During Any of the Years 1935, 1936, or 1937. As provided in section 5 of this Part I, farms on which cotton was not planted during any of the three years 1935, 1936, or 1937, but on which cotton will be planted in 1938, will be classified in Group 1-C in connection with determining 1938 farm cotton acreage allotments.

The county committee shall determine that a work sheet is executed for each such farm. All the data pertinent to the farm should be shown in the applicable space showing in Column E the 1937 acreage of crops if the farm was operated in 1937 or the intended 1938 acreage of crops if the farm was not operated in 1937 or is a new farm. For new farms and farms which were not operated in 1937 the intended 1938 crops in Column E shall be used to determine the acreage of land tilled annually or in regular rotation, as well as the tilled acreage adjusted for the farm. The acreage of land tilled annually or in regular rotation, as well as such acreage adjusted by excluding the acreage of wheat or tobacco produced for market, should be determined for each farm.

A cotton data sheet will be prepared for each Group 1-C farm and data entered in Columns G and H. The 1938 intended cotton acreage will be entered in the space provided. The community committee and the county committee, respectively, will enter their recommendations of the 1938 cotton acreage allotment for the farm immediately below the intended acreage. In recommending a cotton acreage allotment for such a farm, the community and county committees shall take into consideration the land, labor, and equipment available for the production of cotton, crop rotation practices, the soil and other physical factors affecting the production of cotton, and the cotton acreage allotments established for those farms in Group 1-A and 1-B that are similar with respect to the above factors. The committee should determine and recommend an acreage allotment based upon a percentage of the acreage of cotton which it finds the farm is capable of growing in the year for which the allotment is made. The acreage on the farm suitable for cotton growing which is being tilled, or has been tilled in the previous year, will reflect the several factors to be taken into consideration and will form the basic index of the farm's capacity for cotton production.

Sec. 4. Obtaining Cotton Acreage Data for 1933 and 1934 and Yield Data for 1933-37. Columns B, C, D, E, and F of the Cotton Data Sheet should be completed for every farm for which a Cotton Data Sheet is executed with respect to data for the years 1933-1937, inclusive. Acreage data will have been entered as provided in section 2 for the years 1935, 1936, and 1937 in Columns B, E, and F.

The acreage and yield for the years 1933 and 1934 and the yield for the years 1935 to 1937, inclusive, should be entered in Table 1 of the work sheet from the following sources:

| For the year: | : | Source of information |
|---------------|---|---------------------------------------------------|
| | : | |
| | | 1. Table 1, items 1 and 5, Form Cotton 1-b; or |
| | | 2. Items 1 and 11 - (1) on Plowup Contract; or |
| <u>1933</u> | | 3. Table 2, line 2, Form Cotton 101A; or |
| | | 4. Table 1, line 1, Form B.A.8; or |
| | | 5. Table 1, line 2, Form B.A.208; or |
| | | 6. Form No. Cotton 2 and/or 9. |

| For the year: | : | Source of information |
|---------------|---|--------------------------------------------------------------------------------------------------------------|
| | | 1. Preamble, Form No. Cotton 104; or |
| | | 2. Preamble, Form No. Cotton 102; or |
| <u>1934</u> | | 3. Table 2, line 1, Form Cotton 101A; or |
| | | 4. Table 1, line 1, B.A. 208 for acres and Columns 7, 9, 10, 11, and 12, Form D. C. 1, for production. |
| <u>1935</u> | | 1. Record of tax exemption certificates used. |
| <u>1936</u> | | 1. From producer or other available source. |
| <u>1937</u> | | 1. Sales certificates for 1937 cotton price adjustment payments and/or gin tickets. |

In the above references for years for which production is shown only in bales and the average weight of lint per bale is not shown in the references, 478 pounds should be used in computing the actual production represented by the number of bales shown.

If the farm is a split or a combination (i.e., the above references for any year cover only a part of or more than, respectively, the farm represented by the 1938 cotton acreage allotment) the letter "S" (for split) or the letter "C" (for combination) should be entered in the space for the yield for the year(s) in which the farm as constituted in such year is not identical with the farm in 1938. No acreage figure will be entered for such year. In appraising the normal yield for the farm (as explained hereinafter) the county committee shall take into consideration the data in the county office with respect to yields for the year(s) before such farms were split or combined, together with the appraised yields for other farms in the same community similar with respect to type of soil, drainage, production practices, and general fertility of the land.

When the acreage and yield have been entered as outlined above for the years during the period 1933-1937 in which cotton was produced on the farm, (and zeros entered for the other years) the production should be computed for each such year. This can be done by multiplying the acreage as shown in Column B by the yield as shown in Column D and entering the result in Column C. The production should be shown in whole pounds, fractions of five-tenths or less being dropped and fractions of more than five-tenths being considered as whole pounds.

The data shown in Columns B, C, and D for the years 1933-1937, inclusive, should then be summarized. Totals of the planted acreage and

production for the period 1933-1937 should be entered in Columns B and C, respectively, on the line and in the spaces provided for that purpose. The average yield should be computed by dividing the total production by the total planted acreage and should be entered in Column D on the same line. No entry should be made on the line "Average" at this time.

The normal yield for the farm will be the average yield for the years 1933-1937, inclusive, where reliable records of the actual average yield of cotton per acre for all such years are presented by the farmer or are available to the committee. Reliable records include gin tickets and sale receipts for all the years during the five-year period, and the measured acreage for at least the last four years of such period. Such records must represent only the cotton produced on the farm for which the 1938 cotton acreage allotment is established.

For farms for which the normal yield is established from reliable records of production and measured acreage no adjustments shall be made except for abnormal weather conditions. In making such adjustments downward for such farms, the adjustments must be limited to the percent, if any, by which the normal yield for the county is below the actual yield for the county during the period 1933-1937 (these figures will be furnished at the time the normal county yield is furnished). The yield (based on reliable records of production and measured acreage) as adjusted for abnormal weather conditions shall be the final yield for the farm and shall not be further reduced as provided hereinafter for farms for which the normal yield for the farm is appraised by the county committee. Such final yield should be entered and circled in Column D of the line "Average" of the Cotton Data Sheet.

If reliable records of the actual yield of cotton per acre for every year of the period 1933-1937, inclusive, have not been presented by the farmer or are not available to the committee, or if for any year there was no actual yield because cotton was not planted in such year, the normal yield for the farm shall be the yield which, on the basis of all available facts, including the yield customarily secured on the farm, weather conditions, type of soil, drainage, production practices, and general fertility of the land, the county committee determines to be the yield which was or could have been reasonably expected on the farm for such five-year period. The committee shall enter its appraisal of the normal yield for such a farm (including 1-C farms) in Column D on the line "Average" of the Cotton Data Sheet.

Sec. 5. Grouping of Farms.

Group 1-A: Those farms on which in any one or more of the three years 1935, 1936, and 1937, the highest acreage planted to cotton plus the acreage diverted from cotton is 5 acres or more will be grouped as 1-A farms.

Group 1-B: Those farms on which in any of the three years 1935, 1936, and 1937 the highest acreage planted to cotton plus the acreage diverted from cotton is less than 5 acres will be grouped as 1-D farms.

Group 1-C: Those farms on which cotton has not been planted in one or more of the years 1935, 1936, and 1937 but on which cotton will be planted in 1938 will be grouped as 1-C farms.

Sec. 6. Filling Out Form ACP-58. After the data for all farms on which cotton has been planted in one or more of the years 1935, 1936, and 1937 or on which cotton will be planted in 1938 have been entered on Cotton Data Sheets, they should be tabulated on Form ACP-58 either in Group 1-A, Group 1-B, or Group 1-C.

A. Tabulation of Farms in Group 1-B. All Group 1-B farms should be tabulated first. The name of the State and county 1/, group number, and the page number for each page will be entered in the spaces provided. Columns 1 to 6, inclusive, should be filled out in accordance with the following instructions:

| Column number and heading : | Source of information |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. 1938 serial number | Enter 1938 Farm Serial Number |
| 2. 1937 serial number | Form ECR-101, 102, or 123 |
| 3. Name of 1937 operator | Form ECR-101, 102, or 123 |
| 4. Name of 1938 operator | Enter as soon as available |
| 5. Tillable acreage adjusted | Col. K of Cotton Data Sheet |
| 6. Total cotton acreage (actual plus diverted) | Enter the highest acreage planted to cotton plus the acreage diverted for payment in any one of the three years 1935, 1936, and 1937 from Col. F of the Cotton Data Sheet |

Each figure in Column 6 should be checked in the county office to determine that it is less than 5 acres. The total county allotment will be furnished by the State office and should be entered as allotment item 1 on the last page of the listing sheets, Form ACP-58, for Group 1-B farms. The entries in Column 6 shall then be added and the total entered as allotment item 2 on the last page of the listing sheets. Allotment item 3 shall be determined by deducting allotment item 2 from allotment item 1. If allotment item 3 is equal to or more than the number of acres determined by multiplying by 5 the number of farms in Group 1-A, the operators of Group 1-B farms may be notified of the amount of the 1938 cotton acreage allotments for their

1/ The word "County" as used herein means the county or administrative area, of any.

farms, after approval by the State office, such allotments being the figures entered in Column 6. If allotment item 3 is less than 5 acres for each farm included in Group 1-A, the operators of farms listed in Group 1-B should not be notified of their allotments and the county office should proceed with the tabulation of data through Column 6 for Group 1-A farms (as provided under B below), and forward to the State office the listing sheets, Form ACP-58, for Group 1-A farms and 1-B farms, together with the applicable Cotton Data Sheets, disregarding the procedure for determining the percentage factor to be used in computing entries for Column 7 under B below.

B. Tabulation of Farms in Group 1-A. After farms in Group 1-B have been tabulated, all Group 1-A farms should be tabulated. The name of the State and county, the group number, and the page number for each page of Form ACP-58 will be entered in the space provided.

The lines in Columns 5 to 10, inclusive, on Form ACP-58 have been divided by a dotted line. In entering the data on Form ACP-58 the county office should use the lower space of each line. Each column should be filled out in accordance with the following instructions, except that, as indicated in A above, if the number of farms in Group 1-A times 5 acres is more than allotment item 3, entries should be made in only the first six columns:

| Column number and heading : | Source of information |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. 1938 serial number | Enter 1938 Farm Serial Number. |
| 2. 1937 serial number | Form ECR-101, 102, or 123. |
| 3. Name of 1937 operator | Form ECR-101, 102, or 123. |
| 4. Name of 1938 operator | Enter as soon as available. |
| 5. Tillable acreage adjusted | Enter such figure from Column K of the Cotton Data Sheet. |
| 6. Total cotton acreage (actual plus diverted) | Enter the highest acreage planted to cotton plus the acreage diverted in any one of the three years 1935, 1936, and 1937 from the Cotton Data Sheet. |
| 7. Tillable acreage adjusted times first factor | Multiply the factor 2/ by the number in Column 5 and enter the result in Column 7 |
| 8b. 3/ Five-acre minimum and limited by actual plus diverted acreage | Enter in Column 8b the figure 5.0 when the figure in Column 7 is less than 5 acres. If the figure in Column 6 is less than the figure in Column 7, enter in Column 8b the figure in Column 6. For |

- 2/ The procedure for determining the factor is contained in subsection E of this section.
- 3/ The county office will use Column 8b and 9b, leaving Columns 8a and 9a blank.

| Column number and heading : | Source of information |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | example, if the figure in Column 6 is 12 acres and the figure in Column 7 is 14 acres, enter 12 acres in Column 8b. |
| 9b. <u>3/</u> Allotment limited by tillable acreage | If the figure in Column 7 is smaller than the figure in Column 6, enter in Column 9b the figure from Column 7. For example, if the figure in Column 6 is 27 acres and the figure in Column 7 is 22 acres, enter in Column 9b the figure 22 acres. |

(There will be only one figure entered in each line for the Columns 8b and 9b. For example, if a figure is entered in line 2, Column 8b, there will be no figure entered in line 2 for Column 9b. The figure entered in Column 6 should be compared with the figure entered in Column 7 and one of these figures entered in either Column 8b or Column 9b in accordance with the instructions for filling out these columns.)

Columns 5 through 9 should be added. The number of farms tabulated should be counted and the total entered in the top of Column 2.

A county summary should be made of each of the Columns 5 through 9. This should be done by entering the totals of every page on a blank Form ACP-58 with the words "County Summary" written in the space provided for the group designation. The page numbers of the respective pages should be shown in Column 3.

Columns 10 through 20 will be filled out in the State office.

C. Tabulation of Farms in Group 1-C. The county office should fill out Columns 1 to 5, inclusive, of Form ACP-58 for 1-C farms in accordance with the procedure for 1-A farms, and transmit such Form ACP-58, together with data sheets for 1-C farms, to the State office.

D. Rule of Fractions on ACP-58. Figures entered in Column 5 should be shown as whole numbers in all cases. Figures shown in Columns 6, 7, 8b, 9b, 10, 11, and 12 should be expressed as whole numbers, except that if any figure is less than 10.0 it should be shown in tenths of an acre. Figures shown in Columns 8a and 9a should be expressed as whole numbers, except that if the entry in the corresponding "b" column is less than 10.0 they should be shown in tenths of an acre. If any State office considers it advisable, figures entered in any or all of the above columns may be shown in tenths of an acre.

3/ The county office will use Columns 8b and 9b, leaving Columns 8a and 9a blank.

E. Procedure for Determining the Percentage Factor used in Computing Entries for Column 7. Allotment item 3 should be divided by the total of Column 5 for Group 1-A farms. The decimal fraction resulting shall be carried six (6) places beyond the decimal point. This factor shall then be entered in the heading of Column 7 of Form ACP-58 for 1-A farms and multiplied by each figure in Column 5. The resulting figure (rounded to the nearest whole acre if more than 10.0, or to the nearest tenth acre if less than 10.0) shall be entered in Column 7; the factor shall also be applied to the total of Column 5 for each page and the result entered in the box below Column 7. The total of Column 7 for each page shall be compared with the figure in the box immediately below Column 7 for each page. The difference in these two figures for each page should not be more than the amount which would result from the rounding of fractions.

F. Determination of the Amount of Reserve to be Allotted Farms with Allotments from 5 to 15 Acres. Not more than 3 per cent of the county allotment (after making 1-B allotments and allotting 5 acres to each 1-A farm) may be allotted to farms in Group 1-A to which an allotment of not more than 15 acres will be made. In order for the county committee to determine the maximum amount of the reserve which may be allotted to these farms, a number of acres equal to five times the number of farms listed in Group 1-A should be deducted from allotment item 3 and the remainder multiplied by 3 percent. The amount thus obtained should be entered as allotment item 4 on Form ACP-58 for 1-A farms.

Example: If the total county acreage allotment (allotment item 1) is 30,000 acres and the total of column 6 for Group 1-B farms (allotment item 2) is 1,000 acres, allotment item 3 would be 29,000 acres. If there are 2,000 farms listed in Group 1-A, the maximum reserve (allotment item 4) would be 3 percent of 19,000 or 570 acres (30,000 minus 1,000 equals 29,000; 29,000 minus 10,000 (5 times 2,000) equals 19,000; 19,000 times 3 percent equals 570).

In recommending a reserve for all Group 1-A farms to which an allotment of not more than 15 acres would be made the County Committee should take into consideration (1) the number of such farms and (2) the relationship of the respective allotments for such farms as compared with allotments for other farms computed on the basis of tillable acres (Column 7) to the highest cotton acreage planted and diverted (Column 6) for such farms.

Columns 8b and 9b should be summarized and the county total for these two columns obtained. If the total of these two columns is in excess of allotment item 3, or is less than allotment item 3 minus allotment item 4, the listing sheets must be sent to the State office, and a second factor applied before final allotments can be determined.

The county committee may recommend a reserve to be allotted to farms which would otherwise receive an allotment of 5 to 15 acres. The recommended reserve should not be more than 75 percent of allotment item 4 nor less than 25 percent of allotment item 4 (unless a variation is approved by the State office) and should be entered in the space provided as allotment item 5. If allotment item 3 minus the sum of the totals of Columns 8b and 9b does not

exceed allotment item 4, and the county committee recommends that the reserve be the difference between allotment item 3 and the sum of the totals of Columns 8b and 9b, it will not be necessary for the State office to apply a second factor. If the county committee finds that the difference between allotment item 3 and the sum of the totals of Columns 8b and 9b is not an equitable reserve for 5 to 15-acre farms, an equitable reserve should be recommended not to exceed 75 percent of allotment item 4, and the listing sheets forwarded to the State office so that a second factor may be applied. The county committee should enter its recommended reserve as allotment item 5.

After the county committee has made its recommendation regarding the reserve, all Forms ACP-58 for both Group 1-A and Group 1-B should be signed by the county committee. Such forms, together with the county office copy of the Cotton Data Sheets shall be forwarded to the State office for audit and approval and for applying the second factor (if necessary) and determining the final allotments.

G. County Committee Adjustment of 5 to 15-Acre Farms. After the State office has audited the listing sheet, applied the second factor (if necessary), and approved the farm allotments for farms in excess of 15 acres, the listing sheets will be returned to the county office. The State office will have approved a reserve for the adjustment of 5 to 15-acre farms. The county committee should enter in Column 11 that part of the reserve which is to be allotted to each farm for which the entry in Column 10 is less than 15 acres. The additional allotments when added to the figures in Column 10 shall not operate to provide an allotment above 15 acres to any farm, or above the highest number of acres planted and diverted in any one of the three years 1935, 1936, and 1937.

The total of Column 11 should be obtained, and if this total is equal to the approved reserve, the county office will enter in Column 12 the sum of the figures in Columns 10 and 11 for 5 to 15-acre farms. Column 12 will then be added and the total must equal allotment item 3.

If the county committee finds that the entire amount of the reserve cannot be allotted to the 5 to 15-acre farms on the above basis, and the total of Column 11 does not equal the approved reserve, it will be necessary to send the listing sheets back to the State office for the application of a third factor.

Sec. 7. Establishment of Normal Yield of Lint Cotton Per Acre. When the county committee has determined the tentative normal yield on the Cotton Data Sheet for every farm in accordance with Sec. 4 for which a cotton acreage allotment has been established, all data sheets should be arranged in numerical sequence and a tabulation on columnar paper to be furnished by the State office (hereinafter referred to as Form ACP-58-a) should be made as follows: Show in Column 1 the work sheet serial number; show in Column 2 the 1938 cotton acreage allotment established for the farm; show in Column 3 the yield per acre as entered in Column D on the line "Average" of the Cotton Data Sheet. The circled yields should be circled also on ACP-58-a. When the above data have been tabulated for every farm for which a 1938 cotton acreage allotment has been established, show in Column 4 the production for the farm as determined by multiplying the acreage in Column 2 by the yield in

Column 3 of Form ACP-58-a. Then obtain the county totals of the acreage as shown in Column 2 and the production as shown in Column 4. Divide the total production by the total acreage to determine the weighted average yield for the farm tabulated. The weighted average yield for the farms tabulated must not exceed the normal yield established for the county. If the weighted average yield does not exceed the normal yield for the county, no further adjustments will be necessary, but nevertheless the Form ACP-58-a must be approved by the State office.

If the weighted average yield on ACP-58-a determined as outlined above exceeds the normal county yield the excess must be eliminated by reducing the appraised yields (those not circled) for individual farms. Adjustments should be made in extra columns of Form ACP-58-a.

When the excess, if any, has been eliminated, all Cotton Data Sheets and Forms ACP-58 should be sent with ACP-58-a to the State office for review, and approval if found to be correct. When the normal yields for farms have been adjusted, if necessary, so that the weighted yield on ACP-58-a does not exceed the normal yield for the county and have been approved by the State office, the final yield for each farm should be entered on the Cotton Data Sheet immediately under the line "average" under Column D.

SUBPART B. STATE OFFICE PROCEDURE

Section 8. Recheck of county office work.

A. Audit of Work Sheets and Listing Sheets. The State office should determine that a work sheet has been executed for all farms for which it has a record as having produced cotton during any of the years 1935 through 1937. The data entered on the Cotton Data Sheets by the county office, with respect to tillable acreage and the 1935, 1936, and 1937 planted plus diverted acreage, should, insofar as is practicable, be checked for accuracy by the State office. Corrections should be made on the Cotton Data Sheets before checking the accuracy of the tabulation on Form ACP-58.

B. Group 1-B Listing Sheet.

1. The space in each line of Form ACP-58 is divided by a dotted line in order that the State office may enter any necessary corrections on the form in the upper part of the space in the applicable line and draw a line through the incorrect entry immediately below.

2. When the highest planted plus diverted acreage as shown in Column 6 of Form ACP-58 for Group 1-B farms is checked for accuracy against the planted plus diverted figures on the Cotton Data Sheet, the highest acreage in 1935, 1936, or 1937 for each 1-B farm shall be the 1938 cotton acreage allotment for the farm except in "Deficit Counties". Column 5 for Group 1-B farms should be added and a total obtained for the county. There should also be entered in Column 19 the 1937 planted acres and the total of 1937 planted plus diverted acres in Column 20.

3. Deficit county as used herein means a county in which allotment item 3 is not sufficient to allot each group 1-A farm 5 acres and the 4 percent State reserve is not sufficient to provide such allotments for all such counties when added to allotment items 1 for such counties. If the 4 percent State reserve ^{4/} is not sufficient to provide allotments for each 1-B farm in deficit counties equal to the highest planted plus diverted acreages in 1935, 1936, or 1937 and each 1-A farm in deficit counties 5 acres, the following procedure should be followed in such counties.

- (a) For each deficit county add allotment item 2 to 5 times the number of farms in Group 1-A
- (b) Subtract from (a) above allotment item 1 for the county.
- (c) Obtain the sum of (b) above for all deficit counties in the State.
- (d) Multiply the full amount of the 4 percent reserve for the State by 90 percent.
- (e) Divide the amount obtained under (d) above by the amount obtained under (c) above.
- (f) Multiply the acreage figure obtained under (b) above for each county by the factor obtained under (e).
- (g) Add the amount obtained under (f) above for each deficit county to allotment item 1 for such county.
- (h) Divide the amount obtained under (g) above by (a) above for each deficit county. This should be carried six places beyond the decimal.
- (i) For each 1-B farm multiply the acreage figure in Column 6 by the factor obtained under (h) above and enter in Column 12 as the final allotment and for each 1-A farm multiply 5 acres by the factor obtained under (h) above and enter in Column 12 as the final allotment except that if any allotment so computed for any 1-B or 1-A farm is less than the entry in Column 13, it shall be lined through and the entry in Column 13 shall be circled and will be the farm allotment.
- (j) Enter in Column 13, 50 percent of the figure in Column 20 or 40 percent of the figure in Column G of the Cotton Data Sheet, whichever is smaller.
- (k) Enter in Column 19 the 1937 measured or adjusted cotton acreage, and enter in Column 20 the total 1937 planted plus diverted acres. The total of Column 19 for all 1-B farms and 1-A farms should not exceed the official planted acres for the county, and the total of Column 20 for such farm should not exceed the official planted plus diverted acres for the county.

C. Group 1-A Listing Sheet. The computation of the first factor shall be verified in accordance with procedure outlined for determining such factor which is contained in instructions to the county offices (see subpart A).

Figures in Column 7 shall be checked by multiplying such factor by the tillable acres adjusted as entered in Column 5. The total of Column 7 for each page shall be verified and then compared with the figure in the box below Column 7 which is the first factor times the total of Column 5 for the page. There should not be a difference in these two figures except that due to rounding fractions. The classification of the indicated allotments as entered in Columns 8b and 9b should be checked in accordance with the instructions furnished the county office. The totals of these two columns should be verified.

^{4/} As used in these instructions, 4% reserve means 90% of the 4 percent reserve if a reserve of 10% of the 4% reserve is set aside in the State office for farms not included in computing farm allotments but for which work sheets are filed after such computations have been made.

D. Group 1-C Listing Sheet. When the State office has received the listing sheets, Forms ACP-58, the Cotton Data Sheets, and worksheets for Group 1-C farms the entries in Columns 1 through 5 should be checked for accuracy.

Sec. 9. Procedure for Determining Second Factor for 1-A Farms.

A. Determination of Whether or Not Second Factor is Necessary. It will be necessary for the State office to compute and apply a second factor if:

1. The total of Columns 8b and 9b exceeds allotment item 3.
2. Allotment item 3 minus the total of Columns 8b and 9b is more than allotment item 5. (If the excess is small, the State office should communicate with the county office regarding a change in their recommendation for a reserve so that a second factor would^{not} be necessary; such recommendation cannot exceed allotment item 4.)

B. Determination of Preliminary Second Factor.

1. The total of Column 9b shall be divided by the first factor and the result divided into allotment item 3 less (1) allotment item 5 and (2) the total of Column 8b. The resulting decimal fraction should be considered the preliminary second factor and should be carried six (6) places beyond the decimal.

2. (a) For any State where there are no deficit counties, on the first page of Form ACP-58 for Group 1-A farms, immediately below the word "Group" and to the right of the space provided for the allotment items, lines should be provided for four additional items, which are as follows:

| Item | : | Source |
|-------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adjusted tilled acres for 1-A farms | : | Total of Column 5 for Group 1-A farms |
| Adjusted tilled acres for 1-B farms | : | Total of Column 5 for Group 1-B farms |
| Total adjusted tilled acres | : | Total of Column 5 for Groups 1-A and 1-B farms |
| County cotton ratio | : | Allotment item 1 divided by total adjusted tilled acres for Groups 1-A and 1-B farms. (Carry the resulting decimal fraction six places beyond the decimal point) |

(b) If the county cotton ratio determined under paragraph 2(a), subsection B of this section, exceeds the first factor computed in accordance with the provisions contained in subpart A and also is more than 105 percent (or such percent as is applicable) of the preliminary second factor computed in accordance with paragraph 1 above, the county cotton ratio shall be used as the final factor, irrespective of the provisions of subsections C and D below.

(c) If the first factor computed in accordance with the provisions contained in subpart A exceeds the county cotton ratio, and also is more than 105 percent (or such percent as is applicable) of the preliminary second factor computed in accordance with paragraph 1 above, it will not be necessary to apply a second factor and the first factor will be final.

3. Procedure for Counties in a State where there Are No Deficit Counties and for which Columns 10, 11, and 12 of Form ACP-58 Have Not Been Used. For counties for which Columns 10, 11, and 12 of Form ACP-58 have not been used and paragraph 2(b) applies to such counties, the county cotton ratio shall be entered in the heading of Column 10 and such ratio shall be used as the final factor. Column 11 will be used for the amount of reserve for 5-15 acre farms, if any, and 12 will be used for the farm allotment, subject to entry in Column 13. For such counties, Columns 13, 19, and 20 will be used as follows:

| Column number and heading | Source of information |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13. Minimum acreage allotment | Enter the smaller of the following: (1) one-half of the acreage shown in Column 20 or (2) 40 percent of the tilled acreage in Col. G of the Cotton Data Sheet. |
| 19. 1937 measured or adjusted cotton acreage | Enter from Col. B, for 1937, Cotton Data Sheet. <u>5/</u> |
| 20. Total 1937 planted plus diverted acreage | Enter from Col. F, Cotton Data Sheet for 1937. <u>6/</u> |

For counties where paragraph 2(c) applies, the procedure will be the same as when paragraph 2(b) applies as set forth above, except that Column 10 will not be used and Column 12 will be the total of the entry in the applicable Column 8(b) or 9(b), as the case may be, plus the entry, if any, in Column 11.

5/ The total of Column 19 (including the 1937 acreage for 1-B farms) must not exceed the official 1937 planted cotton acreage for the county.

6/ The total of Column 20 (for 1-A and 1-B farms) must not exceed the official planted plus diverted acreage for the county.

The final allotment will be the figure in Column 12 or Column 13, whichever is the larger. If the entry in Column 13 exceeds the entry in Column 12, the entry in Column 12 is to be lined out, using a red pencil, leaving the figure legible, and the entry in Column 13 should be encircled with a red pencil. Totals of entries in all columns should be entered in the line provided for total, and subtotals of the entries lined out in Column 12 or encircled in Column 13 in red should be entered below the respective columns in the margin and encircled with a red pencil.

4. Procedure for Counties in a State where there Are No Deficit Counties and for which Columns 10, 11, and 12 Have Been Used. If Columns 10, 11, and 12 have been used, the following procedure should be used:

Strike out all entries in Columns 10 and 12 with vertical lines. Columns 13, 16, 17, 19, and 20 will be used as follows:

| Column number and heading | Source of information |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13. Indicated allotment (<u> </u>) County cotton ratio | Tilled acres (Column 5) times county cotton ratio. The figures representing the county cotton ratio should be entered in the column heading. |
| 14 and 15. | Leave blank. |
| 16. Final acreage allotment (subject to entry in Column 17) | Column 11 (readjusted where necessary) plus Column 13. Some readjusting of the data in Column 11 may be necessary in order to avoid establishing allotments for any farm in excess of the entry as shown in Column 6 and to use the County Committee reserve for 5-15 acre farms. Such readjustments, if any, may be made by striking through the original entry in Column 11 and entering the readjusted acreage immediately above such figure in the same line. |
| 17. Minimum acreage allotment | Enter the smaller of the following: (1) one-half of the acreage shown in Column 20, or (2) 40 percent of the the acreage tilled annually or in regular rotation, as shown in Column 6 of the Cotton Data Sheet. |

| Column number and heading | Source of information |
|----------------------------------------------|------------------------------------------------------------------|
| 19. 1937 measured or adjusted cotton acreage | Enter from Column B from the Cotton Data Sheet. <u>7/</u> |
| 20. Total 1937 planted plus diverted acreage | Enter from Column F of the Cotton Data Sheet for 1937. <u>8/</u> |

5. Procedure for Other than Deficit Counties and for which Paragraphs 2(b) and 2(c) Do Not Apply. For counties for which paragraphs 2(b) and 2(c) do not apply, Columns 10, 11, and 12 should be executed in accordance with the subsections C, D, and E below and Columns 13, 19, and 20 will be executed in accordance with the procedure used for counties for which Columns 10, 11, and 12 have not been used and paragraphs 2(b) and 2(c) apply, as set forth under paragraph B(3) of this section.

C. Determination of Final Second Factor when the Preliminary Second is Larger than the First. If the preliminary second factor as determined under subsection B is larger than the first factor as determined by the county office and checked by the State office, the procedure outlined below shall be used to determine the final second factor in other than Deficit Counties and where paragraph B(2b) or B(2c) of this section is not applicable.

1. Determine the percentage which the preliminary second factor is of the first factor. (Carry out to one place beyond the decimal.)
2. The percentage obtained under item 1 should be applied to figures in Column 9b.
3. The amount (if any) by which the figure obtained under item 2 exceeds the figure entered in Column 6 should be entered in Column 9a.
4. If the percentage obtained under item 1 is 103 or more, such percentage should be divided into 5 to obtain the acreage breaking point for farms for which the allotment will be at least 5 acres when the second factor is applied.
5. Multiply each figure in Column 7 which is between the figure obtained under item 4 above and 5 acres by the percentage obtained in item 1.
6. Enter in Column 8a the amount by which the figure obtained in item 5 exceeds 5 acres.

-
- 7/ The total of Column 19 for 1-A and 1-B farms must not exceed the official 1937 planted cotton acreage for the county.
- 8/ The total of Column 20 for 1-A and 1-B farms must not exceed the official 1937 planted and diverted acres for the county for 1-A and 1-B farms.

7. From the sum of (1) allotment item 3 and (2) the total of Column 9a, subtract the sum of (1) allotment item 5, (2) the total of Column 8a, and (3) the total of Column 8b.
8. Divide the amount obtained under item 7 by the filled acreage used to compute the preliminary second factor. This decimal fraction will be the final second factor and should be carried six (6) places beyond the decimal.

D. Determination of the Final Second Factor when the Preliminary Second Factor is Smaller than the First Factor and when Allotment Item 3 is in Excess of 5 Times the Number of Group 1-A Farms. If the preliminary second factor as determined under subsection B is smaller than the first factor as determined by the county office and checked by the State office, the procedure outlined below shall be used to determine the final second factor in other than deficit counties and where paragraph B(2b) or B(2c) of this section is not applicable.

1. Determine the percentage which the preliminary second factor is of the first factor. (Carry out to one place beyond the decimal.)
2. Apply the percentage obtained under item 1 to the figures in Column 7 in cases where the entry in Column 8b is more than 5.
3. Enter in Column 8a the amount (if any) by which the figure obtained under item 2 (but not less than 5) is less than the figure entered in Column 8b.
4. If the percentage obtained under item 1 is 97 or less, such percentage shall be divided into 5 to obtain acreage breaking point for farms for which the allotment will be 5 acres when the second factor is applied.
5. Multiply each figure in Column 9b which is less than the figure obtained in item 4 by the percentage obtained in item 1.
6. Enter in Column 9a the amount by which the figure obtained in item 5 is less than 5 acres.
7. From the sum of (1) allotment item 3 and (2) the total of Column 8a, subtract the sum of (1) allotment item 5 and (2) the total of Column 8b and (3) the total of Column 9a.
8. Divide the amount obtained under item 7 by the tilled acreage used in determining the second preliminary factor. This decimal fraction will be the final second factor and should be carried six (6) places beyond the decimal.

Sec. 10. Application of Final Second Factor. After the final second factor has been determined, it will be entered in the space provided in the heading of Column 10. The factor should be multiplied by the figure in Column 5 in cases where there is an entry in Column 8a or 9b and the result or the figure in Column 6, whichever is the smaller, entered in Column 10. For any line for which there is no entry in Column 10 after the above procedure has been followed, enter in Column 10 the figure from Column 8b. Column 10 should then be summarized and the total compared with allotment item 3 minus allotment item 5. If there is any difference in these two figures, allotment item

5 must be adjusted or a third factor must be applied. If such difference is less than 25 percent of allotment item 5, allotment item 5 should be adjusted without contacting the county committee. If such difference is more than 25 percent of allotment item 5, a thorough recheck of all computations should be made. If no errors are found, the county committee should be communicated with relative to the adjustment of the reserve. If the county committee recommends that the reserve be adjusted by the amount of the difference in Column 10 and allotment item 3, Forms ACP-58 should be returned to the county office with notice of approval of all acreage allotments except those limited by tilled acreage between 5 and 15 acres. If the county committee does not recommend the change in the reserve, it will be necessary to apply a third factor in accordance with the procedure for determining a second factor. This may be done in Columns 13, 14, and 15 of Form ACP-58.

After the county office has allotted the reserve for 5 to 15-acre farms, the listing sheets will be returned to the State office for final approval of the farm allotments for such farms.

The county office will have entered that part of the reserve to be allotted to each farm in Column 11. The State office should determine that Column 11 has been correctly added and that the total of such column equals the reserve. The entries in Column 12 must be checked for each farm to determine that the final allotment equals the sum of Columns 10 and 11. The addition of Column 12 should be checked. The county total of such column must equal allotment item 3. If the total of Column 12 does not equal allotment item 3, it will either be necessary for the county committee to make additional adjustments in the 5 to 15-acre farms or another factor must be applied. If the total of Column 12 is equal to allotment item 3, the county office should be notified that the farm acreage allotments for all farms in the county have been approved. (If the final factor is 110 or more percent of the preliminary second factor, the entries in Col. 7 below the breaking point (5 acres ÷ 110 percent) should be inspected in order that those farms which would receive allotments of over 5 acres will be given the correct allotments.)

Sec. 11. Accounting for 4 Percent State Reserve and for Acreage Used Due to 50% Minimum. The State office should keep an accurate record of the county totals of the following items.

| Column number and heading | Source of information |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| 1. County acreage allotment | Allotment item 1 |
| 2. County allotment computed for 1-A farms | Total of Column 12 or 16 (including lined out figures) 9/, whichever is applicable, of Form ACP-58 for 1-A farms. |
| 3. County allotment computed for 1-B farms | Column 6, Form ACP-58 for 1-B farms |

9/ Grand total including the figures lined out with a red pencil.

| Column number and heading | Source of information |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. County allotment computed for both 1-A and 1-B farms | Total of Columns 2 and 3 |
| 5. Acreage allotted in excess of county acreage allotment | Column 4 minus Column 1 |
| 6. Additional acreage used to adjust county acreage allotment | Column 18, provided for in section 12 |
| 7. Amount of 4 percent reserve allotted | Sum of Columns 5 and 6 of this table |
| 8. Acreage required for 50 percent and 40 percent minimum acreage allotment | Subtotal of circled entries in Col. 13 minus subtotal of figures lined through in Column 12, or sub-total of circled entries in Column 17 minus subtotal of figures lined through in Column 16, whichever is applicable, of Form ACP-58 |
| 9. Total acreage allotted to county | Column 4 plus Column 8 |

The above tabulation should be kept in a ledger in which counties are shown by crop reporting districts. The total of Column 7 for all counties in a State must not exceed the 4 percent State reserve.

Sec. 12. Compilation of Data With Respect to 1937 County Cotton Acreage.
A summary should be prepared for each county as soon as possible of the data outlined in the following table, using columnar paper on which counties are listed by crop reporting districts. One copy of this summary should be forwarded to the East Central Division.

| Column number and heading | Source of information |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Name of county | |
| 2. 1937 measured cotton acres for farms for which measurements are available | Expand item 3 of cotton wire dated January 18 to include the 1937 <u>measured</u> cotton acres for every farm not shown in the January 22, 1938, tabulation |
| 3. 1937 planted cotton acreage for farms for which measurements are not available | ECR-123 |
| 4. Total 1937 planted acres | Total of 2 and 3, this table |

| Column number and heading | Source of Information |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. 1937 planted cotton acreage | Enter the official figure for the county shown on the tabulation transmitted from the East Central Division. |
| 6. Cropland for 1937 participants | ECR-101 |
| 7. 1937 cropland (adjusted) for farms for which measurements are not available | Enter the 1937 figure from ECR-123 for every farm represented in Column 3. |
| 8. Total cropland | 6 plus 7 |
| 9. Total cropland for county | ECR-101 and 123 |
| 10. The ratio of cotton base acreage to cropland for 1937 participants | ECR-101 |
| 11. Ratio of 1937 cotton acreage to cropland (non-measured farms) | Column 3 of this table divided by Column 7 of this table |
| 12. Ratio relative of cotton percentages | Column 11 divided by Column 10 |
| 13. Over-statement ratio of 1935 non-signers | Enter the figure derived by dividing the total reported acres by the measured acres (Column 6 ÷ Column 7) for all farms shown on Form D.C. 17, excluding 1935 new growers. |
| 14. 1937 non-measured acreage adjusted for over-statement | Column 3 adjusted (in line with indications in Columns 13 and 12) |
| 15. Indicated 1937 acreage | Sum of Columns 2 and 14 of this table |
| 16. Ratio of indicated 1937 acreage to 1937 cotton acreage | Column 15 divided by Column 5, rounded to the nearest tenth of a percent |
| 17. 1937 acreage difference, if any | Enter the difference between Columns 15 and 5 of this table if Column 15 is greater than Column 5 |
| 18. Additional acreage allotment, if any | Enter the amount derived in prorating the 4 percent reserve remaining after paragraphs 1 and 2 of subsection (g), Section 344 of the Agricultural Adjustment Act of 1938, as amended, are provided for |

The figures to be entered in Columns 2, 3, and 7 will be obtained from the counties. County offices should be instructed, therefore, to obtain a total (which the State office will show in Column 2) of the 1937 measured cotton acreage for all farms for which measurements have been made; this can be done by expanding the data included in determining item 3 of cotton wire dated January 18, including therewith the 1937 measured cotton acreage for all farms for which measurements have been made irrespective of whether or not there was diversion from the cotton base in 1937. It is essential that only measured cotton acreage be included in the entry for Column 2.

To secure the entries for Columns 3 and 7 it will be necessary for the county office to make a tabulation of the 1937 reported cotton acreage and the acreage of cropland (adjusted) for all farms for which 1937 measurements have not been made. In listing such data additional columns, as are necessary, shall be provided on the county tabulation sheet to provide for adjustments which may be necessary after the 1937 reported cotton acreage for non-measured farms has been analyzed in the State office. The data in Columns 3 and 7 must represent the same farms.

It is important that the 1937 cotton acreage for every farm on which cotton was planted in 1937 be included in either Column 2 or Column 3.

In the event the total of the 1937 measured acreage and the 1937 estimated acreage shown in Column 4 exceeds the figure in Column 5, a careful review should be made of the ratios in Columns 12 and 13 giving consideration to the amount of non-signer acreage on which each ratio was based and the comparison of such ratios with those for adjoining counties. The ratio for any county in Column 13 will not be used in any case if it is less than 100. If the figure in Column 12 exceeds 100, it is possible that the reported cotton acreage for non-measured farms contains over-statement. It may be necessary in some instances to smooth out the ratios and the ratio relatives between counties in order to approximate the facts.

If an adjustment is made in the 1937 acreage for farms for which 1937 measurements were not available, the County Committee should be advised of such adjustment and instructed to reduce the reported cotton acreages for such farms, eliminating the excess acreage. In eliminating such excess consideration shall be given to any records of actual 1937 acreage available for the farm, or gin records or other information which may indicate the actual acreage. The adjusted reported acreage should be entered and circled on the Cotton Data Sheet in the margin opposite 1937.

When the total 1937 acreage for "non-measured" farms has been adjusted as outlined above, the county committee shall forward the tabulation of such data to the State office.

The State committee will review, for the respective counties of the State, the ratios shown in Column 16 and the acreage differences entered in Column 17 as outlined above.

If the ratio for any county is materially below the ratio for similar surrounding counties, or if the acreage difference is quite substantial, such proportionate part of the remaining 4 percent as the State committee finds, subject to the approval of the Director of the East Central Division, is required

to provide an adequate and representative allotment in accordance with the provisions of paragraph (3) of subsection (g) of Section 344 of the Act, as amended, may be allotted to such counties, provided that in any event an amount equal to 10 percent of the 4 percent State reserve may be set aside as a reserve for correcting errors and making allotments to farms which are not listed on Form ACP-58 at the time the allotments are made but on which cotton is planted in 1938.

If any acreage is available in the 4 percent State reserve after the requirements of paragraphs (1) and (2), subsection (g), Section 344 of the Agricultural Adjustment Act of 1938 have been met, part or all of such acreage should be allotted in accordance with the following procedure.

1. Correct the 1937 planted plus diverted acreage for each county for which Column 15 is in excess of Column 5 by adding the 1937 diverted acres used in computing the original county acreage allotment to Column 15.
2. Multiply item 1 by 60 percent.
3. Correct the 1933 to 1937 average planted plus diverted acreage for each county for which Column 15 is in excess of Column 5, using Column 15 in lieu of Column 5.
4. Multiply item 3 by the State factor used to determine county allotments under Section 344, subsection (c), paragraph (1) of the Agricultural Adjustment Act of 1938.
5. Obtain the sum of item 2 or item 4 for each county, whichever is the larger.

If the total obtained under item 5 above is not in excess of the available reserve, plus the original allotments to the counties, such increases in allotments as are indicated when item 2 or 4 above is compared with the original allotments to the county will be entered in Column 18 and will be added to the original county acreage allotment. If the sum of the acreage obtained under item 5 above is in excess of the available State reserve plus the original allotments to counties:

6. Subtract the original county acreage allotment from the larger of items 2 or 4 above.
7. Divide the resulting item 6 by the original county acreage allotment.
8. Subtract .01 from item 7 for each county.
9. Multiply the decimal fraction obtained under item 8 by the original county acreage allotment.

If the sum of the acreage allotment under item 9 exceeds the available State reserve, item 9 should be recomputed, using a larger or a smaller decimal fraction than the fraction obtained under item 8. This procedure should be continued until the sum of the amounts obtained under item 9 above for all counties does not exceed the available State reserve.

Sec. 13. State Office Instructions for Determining 1938 Cotton Acreage Allotments for Group 1-C Farms. Upon receipt of the listing sheets, work sheets, and Cotton Data Sheets from the county office, the State office will verify the data contained therein as provided under Section 8 above. The State office will then fill out Columns 6 through 12 of ACP-58 in accordance with the following instructions.

| Column number and heading | Source of information |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. Acreage allotment recommended by County Committee | Enter the 1938 cotton acreage allotment recommended by the County Committee |
| 7. Adjusted tilled acreage times final county factor | The <u>final</u> factor used in determining cotton acreage allotments for Group 1-A farms in the county should be entered in the applicable space at the heading of Column 7. Enter in Column 7 the result of the figure in Column 5 multiplied by such factor. (In a deficit county enter the maximum figure computed as the allotment for 1-A farms in such county before the provisions of paragraph (h) of the Act were applied.) |
| 8. Committee's recommendation of 1938 acreage allotment | Enter the committee's recommendation for the 1938 cotton acreage allotment |
| 9. 1938 intended cotton acreage as reported by operator | Enter the operator's intended 1938 acreage |
| 10. | Leave blank. |
| 11. Indicated 1938 farm acreage allotments of less than 5 acres | If the figure shown in Column 6 is less than 5 acres (or in a deficit county, less than the highest allotment computed for 1-A farms in such county), enter in Column 11 such figure, shown in Column 6 |
| 12. Indicated farm cotton acreage allotments of 5 acres or more | For farms for which an entry is not made in Column 11, enter the figure shown in Column 6 or the figure shown in Column 7, whichever is smaller, but not less than 5 acres (except that such figure may be less than 5 in a deficit county). |

Columns 6 through 9 should be executed and summarized by counties for all Group 1-C farms in the State before any data are entered in Columns 11 and 12. The State committee should then review the county totals of such columns as well as the data for individual farms. If it is found that the county committee recommendations in any county have not been made on an equitable basis as compared with committee recommendations in other counties, such committee should be instructed to revise its recommendations of acreage allotments for Group 1-C farms in that county.

In counties where revisions are made in the committee's recommendations, the revised recommendation should be entered on the Cotton Data Sheet in ink, directly under the original recommendation, which should be stricken out but left legible. The revised recommendation must be initialed by one member of the county committee. When the Cotton Data Sheets are returned to the State office the revised committee recommendations should be entered on the top part of the applicable lines on Form ACP-58 and the figure for the lower part of the line should be stricken out. The recommended acreage allotments as revised should then be summarized and reviewed to determine whether or not they are on a comparable basis with the acreage allotments recommended by committees for Group 1-C farms in other counties.

When the data with respect to all Group 1-C farms in the county have been tabulated on Form ACP-58, Columns 5, 6, 7, 8, 9, 11, and 12 shall be summarized by pages. A county summary shall then be prepared on a separate Form ACP-58, showing the number of work sheets listed on each page, the number of work sheets for which a figure was entered in Column 11 and the number of work sheets for which a figure was entered in Column 12, as well as the page totals for Columns 5 through 12, inclusive. The totals of Group 1-C farms for the above columns will then be ascertained for all such farms in the county. As the county summaries of Group 1-C farms are completed, county totals shall be entered on a State summary showing the counties by crop reporting districts.

When the State summary has been completed, the total of Column 11 shall be added to the total of Column 12 and the resulting sum compared with the State reserve for new growers, Group 1-C cotton farms.

If such sum is less than the State reserve for Group 1-C cotton farms, Forms ACP-58 for such farms may be returned to the respective counties and the operators listed on such Forms ACP-58 may be notified of their 1938 cotton acreage allotments as shown in Column 11 or Column 12, whichever is applicable.

If the sum of Column 11 plus Column 12 for the State, however, exceeds the State reserve for Group 1-C cotton farms, it will be necessary to adjust the acreages shown in Column 12 (and in Column 11, if necessary) to eliminate the excess. Such adjustment will be made as follows for other than a State with deficit counties:

On the State summary of Forms ACP-58 for Group 1-C cotton farms enter as allotment item 1 the State reserve for 1938 new growers. As allotment item 2 enter the State total of Column 11. As allotment item 3 enter the difference between item 1 and item 2. As allotment item 4 enter the acreage derived by multiplying the number of farms for which a figure is shown in Column 12 times

5 acres. As allotment item 5 enter the difference between item 3 minus item 4. In the space to the right of item 1 enter the State total of Columns 11 plus 12; and to the right of item 3 enter the difference between such total and the figure in item 2.

If allotment item 4 above is greater than allotment item 3, the sum of allotment item 2 plus allotment item 4 should be divided into allotment item 1 (State reserve for Group 1-C farms). The resulting ratio should be carried to four places beyond the decimal point and entered at the top of the listing sheet, under the word "Group", as the "State Group 1-C ratio". Such ratio should then be multiplied by the figures in Column 11, or if there is not an entry in Column 11, such ratio should be multiplied by 5 acres for all other Group 1-C farms and the resulting products entered in Column 13 on the respective lines. The figures in Column 13 should then be summarized. The total of Column 13 should not exceed the State reserve for new growers as shown in allotment item 1. If such is the case, the figures in Column 13 will be the final acreage allotment for Group 1-C farms.

If the figure in allotment item 4 is less than the figure in allotment item 3, divide 95 percent of the figure in item 3 by the figure to the right of such item and enter the resulting ratio, carried to four places beyond the decimal point, at the top of the listing sheet under the word "Group" as the "first ratio for Column 12." Then divide the first ratio into 5 to determine the first acreage breaking point for such ratio. The first acreage breaking point should be entered to the right of the first ratio. For each figure in Column 12 which is the same as, or less than, the first acreage breaking point, enter the figure five on the corresponding line in Column 13, at the same time encircling the corresponding figure in Column 12. Summarize the encircled figures in Column 12 and multiply such total by the first ratio; then deduct the resulting product from an acreage derived by multiplying the number of such encircled figures times five acres; the resulting difference should then be deducted from 95 percent of allotment item 3. Such adjustment of item 3 should then be divided by the original total of Column 12 (which is shown to the right of item 3) to determine the "second ratio for Column 12", which will be smaller than the first ratio.

If the second ratio is more than 95 percent of the first ratio, the first ratio should be applied to the entries in Column 12 which are not encircled. The resulting products should be entered in Column 13. Column 13 should then be summarized. The total of Column 13 must not exceed the figure entered as allotment item 3. If such is the case, the figures in Column 13 shall be the final allotments for those Group 1-C farms.

If the second ratio, however, is less than 95 percent of the first ratio, determine the second acreage breaking point. For the entries in Column 12 that have not already been encircled which are the same as, or less than, the second acreage breaking point enter the figure 5 in the corresponding line in Column 13 and encircle the corresponding figure in Column 12. Then compute the "third ratio for Column 12" in the same manner as the second ratio was computed.

If the third ratio is more than 95 percent of the second ratio, the second ratio should be applied to the entries in Column 12 which are not encircled, entering the resulting products in Column 13. The total of Column 13

should then be ascertained and if found to be not greater than the figure entered in allotment item 3 the entries in Column 13 will be the final acreage allotment for those Group 1-C farms.

If it is necessary to adjust acreage allotments as entered in Column 12 to eliminate any excess of the State total of Columns 11 and 12 over the State reserve for Group 1-C farms, it is not anticipated that more than 3 adjustment ratios will be required. If more ratios are required, however, they should be computed in the same manner as the second and third ratios as outlined above until the last ratio is more than 95 percent of the preceding ratio.

When it has been determined that the total of the adjusted acreage allotments, as entered in Column 13, does not exceed allotment item 3, farm operators may be notified of their acreage allotments as shown in Columns 11 or 13.

If the sum of Columns 11 and 12 in a State with deficit counties exceeds the State reserve for 1-C farms in such State, the entries in Columns 11 and 12 will be multiplied by that percentage which the State reserve for 1-C farms is of the sum of the entries in Columns 11 and 12 and the results entered in Column 13 as the final allotments which must not exceed, in total, the State reserve.

Sec. 14. Administrative Areas. If in any county there exists a sufficient difference in type, kind, and productivity of soil to result in discrimination between producers within the county, if all farms in the county are included in determining the percentage of the acreage which is tilled annually or in regular rotation, the State office will assist the county office in determining the advisability of establishing administrative areas. In making this determination, the relation of the 1937 cotton base acreage to the 1937 cropland (or if the 1937 base acreage is determined not to be a more equitable figure than the 1937 planted acreage of cotton, the relation will be determined on the basis of the 1937 planted acreage), consideration for establishing administrative areas will be based on such ratio and also on the extent to which the 1938 cotton acreage allotments would be affected in view of using administrative areas. Any administrative area determined by the State and county to be necessary must be approved by the East Central Division. In case administrative areas are set up, the county allotment will be divided on the basis of the 1937 cotton base acreage (or the 1937 planted acreage if more equitable) as represented in the areas which are not similar.

Sec. 15. State Office Procedure in Connection with Unused Cotton Allotments. It will be necessary that each county furnish a tabulation to the State office showing, for each farm for which there was established a 1938 cotton acreage allotment which the 1938 operator has agreed in writing may be decreased for 1938, the 1938 serial number, the name of the 1938 operator, the present 1938 cotton acreage allotment, the 1938 acreage of cotton planted or to be planted as estimated by the 1938 operator, and the amount by which the 1938 operator has agreed in writing that the present allotment may be decreased. This should be done in the first five columns, respectively, of Tabulation I. Tabulation I should be set up on columnar paper by the State office and furnished the counties. Forms ACP-58 and the Cotton Data Sheets should accompany the tabulation to the State office.

When the tabulations described above have been received from the county offices, the 1938 cotton acreage allotment for each farm on the county tabulation should be checked by the State office against the present allotment for the farm as shown on ACP-58. If the 1938 allotment as shown on the county tabulation is incorrect, such entry should be lined through on the county tabulation and the correct allotment entered immediately above such lined through figures.

Since measurements have not been made of the acreage actually planted to cotton in 1938, it is necessary to use the operator's estimate of the 1938 planted cotton acreage. In order to allow for any error in the operator's estimate of the 1938 planted acreage for the purpose of determining the amount of cotton available for release the acreage considered as the planted acreage shall be 25 percent in excess of the acreage estimated by the operator. The revised allotment for a farm shall not be less than 125 percent of the planted acreage thus determined. The revised allotment will be 156.25 percent of the operator's estimated acreage not to exceed the original allotment, and not to be less than the original allotment minus the acreage agreed to be released.

If the total acreage released in a State (total of Column 7 for all counties in which cotton was released) is sufficient to provide a minimum farm ratio of 55 or more for all eligible farms in the State, the total acreage released shall be apportioned to such farms in accordance with the instructions contained below. If the total acreage released in a State is not sufficient to provide for a ratio of 55 for all eligible farms in the State, an acreage shall be available in each county (and entered in Column 8 of Tabulation I) equal to the smallest of (1) an amount necessary to provide a farm ratio of 55 for such county, (2) 200 acres or 1 percent of the total acreage allotted to such county, whichever is the larger, or (3) the acreage released in such county; and the remainder of the acreage released in a State (to be entered in Column 9 of Tabulation I) shall be made available for use in correcting errors and for allotments to farms not included in the original computations, so as to give equal treatment to both types of cases. However, if the unused acreage available for distribution in a county and where no State proration is made (total of Column 7 for a county) is insufficient to permit a practical apportionment (that is, is insufficient to provide a minimum county farm ratio of 52.5) or if an apportionment cannot be made among farms prior to the date on which the planting of cotton has been completed on most of the cotton farms in the State, the entire acreage released in the State (total of Column 7 for all counties) may be similarly used for correcting errors and for allotments to farms not included in the original computations. If the acreage available is not sufficient for all such corrections in the State, there shall first be made available in each county (and entered in Column 8) an acreage equal to the smaller of (2) or (3) above, which shall be used pro rata in the county in making such corrections, and any remainder (to be entered in Column 9) shall be used on a State-wide basis in making similar corrections so that the percentage of correction made shall be uniform in all cotton producing counties in the State. No correction of an error may be made nor may any late case be handled except through the State office.

Columns 1-7, inclusive, of Tabulation I should be executed for each farm on which cotton is released. Columns 8 and 9 should be executed if all of the acreage released in a State (total of Column 7 for all counties) is available

for correction of errors and late cases and is not sufficient for such corrections. No column beyond Column 7 will be executed if the total acreage released in the State is available for correcting errors and handling late cases and is sufficient therefor except that in Column 11 will be entered the total amount of released acreage which is used in each county for corrections and late cases.

In Column 10 should be entered the amount which may revert to the State reserve if (1) no State proration is made, and (2) the acreage in Column 8 is not sufficient to provide a minimum county ratio of 52.5 and (3) no county proration is made due to the fact that planting of cotton has been completed on most cotton farms in the State and (4) the total amount released in the State was not sufficient to handle all corrections and late cases in the State but the amount segregated for a county for corrections and late cases in such county is more than the amount required for the county for such purposes. If the planting of cotton has not been completed on most cotton farms in the State, a State proration will be considered of the total acreage released in the State to all farms in the State which (1) diverted acreage from cotton under the 1937 Agricultural Conservation Program; (2) which received allotments of less than 55 percent of the 1937 planted and diverted acreage and less than 40 percent of the land in the farm which is tilled annually or in regular rotation; and (3) which are not releasing any acreage. Unless such acreage is sufficient to bring the acreage allotments of all such farms in the State up to 55 percent of the 1937 planted plus diverted acreage, no State proration will be made. A county apportionment will then be considered and the amount not used in the counties in which it was released due to the 55 percent top limit for a county where no State proration is made will constitute a State reserve for handling late cases and errors and will be entered in Column 10. If a State proration is made, the minimum farm ratio for all eligible farms in the State cannot exceed 66.7% of the 1937 planted and diverted acreage.

Where a State proration is to be made, the State office should compute farm ratios for all farms in the State eligible to receive an allotment of the acreage available for proration. This should be done on Tabulation II as follows:

The 1938 serial number, name of 1938 operator, the 1938 cotton acreage allotment, one-half of the 1937 planted and diverted acreage, rounded to the nearest acre, and 40 percent of the tilled acres shown in Column G of the Cotton Data Sheet should be entered in Columns 1, 2, 3, 4, and 5, respectively, for each eligible farm. In no case will a farm be listed on Tabulation II which did not divert acreage from cotton under the 1937 Agricultural Conservation Program.

When Columns 1-5 have been filled in on Tabulation II as indicated above, the chart attached hereto should be used in determining the increase in farm acreage allotments listed on Tabulation II to provide ratios of the percentages shown in Columns 6 through 14 on Tabulation II.

The figure in the column on the extreme left of the chart, which is equal to fifty percent of the 1937 planted and diverted acreage as shown in Column 4 of Tabulation II, should be located. The present acreage allotment for the farm, as shown in Column 3 of Tabulation II, should be compared with the figures in each percentage column of the chart opposite the acreage thus located. The

amount by which each of such figures in each percentage column in the chart (which are not in excess of 40 percent of the acreage in the farm which is tilled annually or in regular rotation as shown in Column 5 of Tabulation II) exceeds the present allotment for the farm should be entered in each of the Columns 6-14, inclusive, on Tabulation II. The percentage column for which an entry is made in the tabulation as determined above should correspond to the percentage column in the chart from which the entry was computed.

In the examples given below the present allotment is entered in Column 3, 50 percent of the 1937 planted and diverted acreage in Column 4, and 40 percent of the tilled acreage in Column 5 of Tabulation II. In the first example the present allotment for the farm of 37 acres would not be increased unless the minimum farm ratio were 105 percent of one-half of the 1937 planted and diverted acreage. If the minimum ratio were 109 percent the increase would be 2 acres. This is determined by finding 50 percent of the planted and diverted acreage for the farm, which is 36 acres, on the left side of the chart and comparing the figure on that line under the 109 percent column, which is 39, with the present allotment of 37. In the second example the increase in allotment is limited by 40 percent of the tilled land for any minimum ratio beyond 106 percent of one-half of the 1937 planted and diverted acreage.

"Tabulation II"

| Col. : | Col.: | Col.: | Col.: | Col.: | Col.: | Col.: | Col.: | Col.: | Col.: | Col.: | Col.: | Col.: |
|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | : |
| | | | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 | |
| 37 | 36 | 44 | 0 | 0 | 0 | 1 | 1 | 2 | 2 | 2 | 3 | |
| 75 | 75 | 80 | 1 | 2 | 3 | 4 | 5 | 5 | 5 | 5 | 5 | |
| 26 | 26 | 40 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 3 | |
| 50 | 46 | 76 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | |

Reference should be made to the chart in all cases unless it can be readily determined by inspection that the present allotment for the farm exceeds 55 percent of the 1937 planted and diverted acreage. There will be no entries in Columns 6 through 14 of Tabulation II unless 110 percent of one-half of the 1937 planted and diverted acreage is in excess of the present allotment. If a State proration is made and the unused acreage which is released is sufficient to provide a State farm ratio of more than 55 percent extensions may be made on the chart and also on Tabulation II. Such extensions should not go beyond 66.7 percent of the 1937 planted and diverted acreage (or 133.4 percent of one-half of the planted and diverted).

When this tabulation has been completed for all farms in the county, if a county proration is made but no State proration is made because the amount released in the State is insufficient to provide a minimum State ratio of 55 percent (or a State proration, if a State proration is made), each percentage column should be summarized to determine the amount required to increase the allotments to the respective minimum farm ratios. The total of each column should be compared with the unused acreage available for distribution. The percentage in the heading of the column of which the total is not in excess of the unused acreage available and is the least amount below such acreage will be the minimum farm ratio for the county or State, as the case may be. The acreage entered in such

column for each farm should be added to the present acreage allotment for the farm and the revised acreage allotment entered in Column 15 of Tabulation II and transferred to a separate Form ACP-58 labeled "Corrections".

Sec. 16. Approval of Normal Yields and Establishment of Minimum Farm Marketing Quotas. When the Form ACP-58-a, Cotton Data Sheets, and ACP-58 have been received from the county office, the State office should check the entries in Column 2 against the acreage allotment established for the farm and Column 3 against the county committee's recommendation of the normal yield as entered on the Cotton Data Sheet. If adjustments in the yield have been made in other columns on Form ACP-58-a, such yield as finally adjusted should be checked instead of the preliminary recommendation. The normal production of the acreage allotment should be checked by multiplying the normal yield for each farm by the acreage allotment for the farm. Corrections, if necessary, should be made by drawing a line through the incorrect entry and writing the correct figure immediately above. The total acreage allotment and the normal production of the acreage allotment for each county should be verified. The revised allotment should be entered in Column 2 of Form ACP-58-a for each farm the operator of which released acreage or which received an additional allotment out of the released acreage.

In cases where there is a difference in the yield as entered on the Data Sheet and the yield as entered on Form ACP-58-a, careful consideration should be given as to which may be correct. The correct normal yield for the farm will probably be the yield which more nearly conforms to the average yield for the farm. If there is any doubt as to which figure is correct, the county office should be written.

The weighted average normal yield for all farms in the county must not exceed the normal yield established for the county. When the yields and minimum farm marketing quotas have been approved, the county office should be notified in order that producers may be notified as outlined in Part II. (The minimum farm marketing quota will be shown on ACP-58-a as the product of the final farm acreage allotment times the final yield for the farm.)

[SEAL]

Done at Washington, D. C., this 6th
day of August, 1938. Witness my
hand and the seal of the Department
of Agriculture.

W. A. Waller

Secretary of Agriculture.

| One-half of 1937 plant- ed and di- verted acre- age | Percent of one-half of 1937 planted and diverted acreage | | | | | | | | |
|-----------------------------------------------------------------|----------------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|
| | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 |
| 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 7 | 7 |
| 7 | 7 | 7 | 7 | 7 | 7 | 7 | 8 | 8 | 8 |
| 8 | 8 | 8 | 8 | 8 | 8 | 9 | 9 | 9 | 9 |
| 9 | 9 | 9 | 9 | 9 | 10 | 10 | 10 | 10 | 10 |
| 10 | 10 | 10 | 10 | 10 | 11 | 11 | 11 | 11 | 11 |
| 11 | 11 | 11 | 11 | 12 | 12 | 12 | 12 | 12 | 12 |
| 12 | 12 | 12 | 12 | 13 | 13 | 13 | 13 | 13 | 13 |
| 13 | 13 | 13 | 14 | 14 | 14 | 14 | 14 | 14 | 14 |
| 14 | 14 | 14 | 15 | 15 | 15 | 15 | 15 | 15 | 15 |
| 15 | 15 | 15 | 16 | 16 | 16 | 16 | 16 | 16 | 16 |
| 16 | 16 | 16 | 17 | 17 | 17 | 17 | 17 | 17 | 18 |
| 17 | 17 | 18 | 18 | 18 | 18 | 18 | 18 | 19 | 19 |
| 18 | 18 | 19 | 19 | 19 | 19 | 19 | 19 | 20 | 20 |
| 19 | 19 | 20 | 20 | 20 | 20 | 20 | 21 | 21 | 21 |
| 20 | 20 | 21 | 21 | 21 | 21 | 21 | 22 | 22 | 22 |
| 21 | 21 | 22 | 22 | 22 | 22 | 22 | 23 | 23 | 23 |
| 22 | 22 | 23 | 23 | 23 | 23 | 24 | 24 | 24 | 24 |
| 23 | 23 | 24 | 24 | 24 | 24 | 25 | 25 | 25 | 25 |
| 24 | 24 | 25 | 25 | 25 | 25 | 26 | 26 | 26 | 26 |
| 25 | 25 | 26 | 26 | 26 | 26 | 27 | 27 | 27 | 27 |
| 26 | 27 | 27 | 27 | 27 | 28 | 28 | 28 | 28 | 29 |
| 27 | 28 | 28 | 28 | 28 | 29 | 29 | 29 | 29 | 30 |
| 28 | 29 | 29 | 29 | 29 | 30 | 30 | 30 | 31 | 31 |
| 29 | 30 | 30 | 30 | 30 | 31 | 31 | 31 | 32 | 32 |
| 30 | 31 | 31 | 31 | 31 | 32 | 32 | 32 | 33 | 33 |
| 31 | 32 | 32 | 32 | 33 | 33 | 33 | 33 | 34 | 34 |
| 32 | 33 | 33 | 33 | 34 | 34 | 34 | 35 | 35 | 35 |
| 33 | 34 | 34 | 34 | 35 | 35 | 35 | 36 | 36 | 36 |
| 34 | 35 | 35 | 35 | 36 | 36 | 36 | 37 | 37 | 37 |
| 35 | 36 | 36 | 36 | 37 | 37 | 37 | 38 | 38 | 38 |
| 36 | 37 | 37 | 37 | 38 | 38 | 39 | 39 | 39 | 40 |
| 37 | 38 | 38 | 38 | 39 | 39 | 40 | 40 | 40 | 41 |
| 38 | 39 | 39 | 40 | 40 | 40 | 41 | 41 | 41 | 42 |
| 39 | 40 | 40 | 41 | 41 | 41 | 42 | 42 | 43 | 43 |
| 40 | 41 | 41 | 42 | 42 | 42 | 43 | 43 | 44 | 44 |
| 41 | 42 | 42 | 43 | 43 | 43 | 44 | 44 | 45 | 45 |
| 42 | 43 | 43 | 44 | 44 | 45 | 45 | 45 | 46 | 46 |
| 43 | 44 | 44 | 45 | 45 | 46 | 46 | 46 | 47 | 47 |
| 44 | 45 | 45 | 46 | 46 | 47 | 47 | 48 | 48 | 48 |
| 45 | 46 | 46 | 47 | 47 | 48 | 48 | 49 | 49 | 49 |

| | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 |
|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 46 | 47 | 47 | 48 | 48 | 49 | 49 | 50 | 50 | 51 |
| 47 | 48 | 48 | 49 | 49 | 50 | 50 | 51 | 51 | 52 |
| 48 | 49 | 49 | 50 | 50 | 51 | 51 | 52 | 52 | 53 |
| 49 | 50 | 50 | 51 | 51 | 52 | 52 | 53 | 53 | 54 |
| 50 | 51 | 51 | 52 | 52 | 53 | 53 | 54 | 54 | 55 |
| 51 | 52 | 53 | 53 | 54 | 54 | 55 | 55 | 56 | 56 |
| 52 | 53 | 54 | 54 | 55 | 55 | 56 | 56 | 57 | 57 |
| 53 | 54 | 55 | 55 | 56 | 56 | 57 | 57 | 58 | 58 |
| 54 | 55 | 56 | 56 | 57 | 57 | 58 | 58 | 59 | 59 |
| 55 | 56 | 57 | 57 | 58 | 58 | 59 | 59 | 60 | 60 |
| 56 | 67 | 68 | 68 | 59 | 59 | 60 | 60 | 61 | 62 |
| 57 | 58 | 59 | 59 | 60 | 60 | 61 | 62 | 62 | 63 |
| 58 | 59 | 60 | 60 | 61 | 61 | 62 | 63 | 63 | 64 |
| 59 | 60 | 61 | 61 | 62 | 63 | 63 | 64 | 64 | 65 |
| 60 | 61 | 62 | 62 | 63 | 64 | 64 | 65 | 65 | 66 |
| 61 | 62 | 63 | 63 | 64 | 65 | 65 | 66 | 66 | 67 |
| 62 | 63 | 64 | 64 | 65 | 66 | 66 | 67 | 68 | 68 |
| 63 | 64 | 65 | 66 | 66 | 67 | 67 | 68 | 69 | 69 |
| 64 | 65 | 66 | 67 | 67 | 68 | 68 | 69 | 70 | 70 |
| 65 | 66 | 67 | 68 | 68 | 69 | 70 | 70 | 71 | 71 |
| 66 | 67 | 68 | 69 | 69 | 70 | 71 | 71 | 72 | 73 |
| 67 | 68 | 69 | 70 | 70 | 71 | 72 | 72 | 73 | 74 |
| 68 | 69 | 70 | 71 | 71 | 72 | 73 | 73 | 74 | 75 |
| 69 | 70 | 71 | 72 | 72 | 73 | 74 | 75 | 75 | 76 |
| 70 | 71 | 72 | 73 | 73 | 74 | 75 | 76 | 76 | 77 |
| 71 | 72 | 73 | 74 | 75 | 75 | 76 | 77 | 77 | 78 |
| 72 | 73 | 74 | 75 | 76 | 76 | 77 | 78 | 78 | 79 |
| 73 | 74 | 75 | 76 | 77 | 77 | 78 | 79 | 80 | 80 |
| 74 | 75 | 76 | 77 | 78 | 78 | 79 | 80 | 81 | 81 |
| 75 | 76 | 77 | 78 | 79 | 79 | 80 | 81 | 82 | 82 |
| 76 | 78 | 78 | 79 | 80 | 81 | 81 | 82 | 83 | 84 |
| 77 | 79 | 79 | 80 | 81 | 82 | 82 | 83 | 84 | 85 |
| 78 | 80 | 80 | 81 | 82 | 83 | 83 | 84 | 85 | 86 |
| 79 | 81 | 81 | 82 | 83 | 84 | 85 | 85 | 86 | 87 |
| 80 | 82 | 82 | 83 | 84 | 85 | 86 | 86 | 87 | 88 |
| 81 | 83 | 83 | 84 | 85 | 86 | 87 | 87 | 88 | 89 |
| 82 | 84 | 84 | 85 | 86 | 87 | 88 | 89 | 89 | 90 |
| 83 | 85 | 85 | 86 | 87 | 88 | 89 | 90 | 90 | 91 |
| 84 | 86 | 87 | 87 | 88 | 89 | 90 | 91 | 92 | 92 |
| 85 | 87 | 88 | 88 | 89 | 90 | 91 | 92 | 93 | 93 |
| 86 | 88 | 89 | 89 | 90 | 91 | 92 | 93 | 94 | 95 |
| 87 | 89 | 90 | 90 | 91 | 92 | 93 | 94 | 95 | 96 |
| 88 | 90 | 91 | 92 | 92 | 93 | 94 | 95 | 96 | 97 |
| 89 | 91 | 92 | 93 | 93 | 94 | 95 | 96 | 97 | 98 |
| 90 | 92 | 93 | 94 | 94 | 95 | 96 | 97 | 98 | 99 |
| 91 | 93 | 94 | 95 | 96 | 96 | 97 | 98 | 99 | 100 |
| 92 | 94 | 95 | 96 | 97 | 98 | 98 | 99 | 100 | 101 |
| 93 | 95 | 96 | 97 | 98 | 99 | 100 | 100 | 101 | 102 |
| 94 | 96 | 97 | 98 | 99 | 100 | 101 | 102 | 102 | 103 |

| | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 95 | 97 | 98 | 99 | 100 | 101 | 102 | 103 | 104 | 105 |
| 96 | 98 | 99 | 100 | 101 | 102 | 103 | 104 | 105 | 106 |
| 97 | 99 | 100 | 101 | 102 | 103 | 104 | 105 | 106 | 107 |
| 98 | 100 | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 |
| 99 | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 |
| 100 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 |

Tabulation I

County

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|--------------------------|-----------------------------|-------------------------------|---------------------------------------------|----------------------------------------|---------------------------------------------------------|--------------------------------------------------------|----------------------------|----------------------------------------------|----|-----------------------------------------------------------------------|
| 1938 Serial Number | Name of 1938 operator | Original 1938 allotment | Operators estimated 1938 plan- ted | Amount released by opera- tor | Revised allotment (156.25% X figure Col. 4) | Revised acreage released (Col. 3 - Col. 6) | County segrega- tion | Excess over county segrega- tion | | Total amount of released acreage used in the county |

Tabulation II.

County. (To be made if planting of cotton has not been completed on most cotton farms in the State.)

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------|---------------------------------------------------|---------------------------------------------------|---------------------------------------------------|---------------------------------------------------|---------------------------------------------------|---------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------|
| 1938 Serial number of farm for which allot- ment may be in- creased | Name of 1938 opera- tor for farm for which allot- ment may be in- creased | Pre- sent allot- ment | 50 per cent of 1937 plant- ed and diver- ted | Tilled acres figure from Col. G Cotton Data Sheet times 40 per cent | In- crease at per cent shown below | In- crease at per cent shown below | In- crease at per cent shown below | In- crease at per cent shown below | In- crease at per cent shown below | In- crease at per cent shown below | In- crease at per cent shown below | In- crease at per cent shown below | In- crease at per cent shown below | Present allot- ment plus in- crease Col. J plus in- crease made |
| | | | | | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 | |

Data sheet serial No. _____

COTTON DATA SHEET

| Year | Acres planted | Produc- tion (lbs.) | Yield per acre | Acres diverted | Acres planted plus diverted | 1937 tillable acreage | To- bacco base | Normal wheat acreage | To- bacco plus wheat | Till- able acre- age ad- justed |
|---------|------------------|---------------------------|----------------------|-------------------|--------------------------------------|-------------------------------------------------------------------------------|----------------------|----------------------------|-------------------------------|---------------------------------------------|
| A | B | C | D | E | F | G | H | I | J | K |
| 1928 | | | | | | | | | | |
| 1929 | | | | | | | | | | |
| 1930 | | | | | | Name and address of 1930 operator _____ | | | | |
| 1931 | | | | | | Name and address of 1931 owner _____ | | | | |
| 1932 | | | | | | Name of the 1932 operator _____ | | | | |
| 1933 | | | | | | Location of the farm _____ | | | | |
| 1934 | | | | | | Serial number of each other farm owned or operated by the 1934 operator _____ | | | | |
| 1935 | | | | | | Serial number of each other farm owned or operated by the 1935 owner _____ | | | | |
| 1936 | | | | | | | | | | |
| 1937 | | | | | | | | | | |
| TOTAL | | | | | | | | | | |
| AVERAGE | | | | | | | | | | |

1930 intended cotton acreage (for farms on which cotton was not planted in any of the years 1935, 1936, and 1937) _____

Issued September 15, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATIONINSTRUCTIONS PERTAINING TO COTTON MARKETING QUOTAS FOR
THE 1938-1939 MARKETING YEAR

NORTH CENTRAL REGION

PART I. DETERMINING 1938 FARM COTTON ACREAGE ALLOTMENTS
AND NORMAL YIELDSSEP 30 1938
U. S. Department of Agriculture

In accordance with the regulations contained in Cotton 207 covering cotton marketing quotas for 1938 entitled "Regulations Pertaining to Cotton Marketing Quotas for the 1938-1939 Marketing Year", farm cotton acreage allotments and normal yields shall be established in accordance with the following instructions:

A Cotton Marketing Quota will be determined for each farm on which cotton was planted during any of the following years 1935, 1936, and 1937; and also for farms on which cotton was not planted during any of the above three years, but on which cotton is planted in 1938. Such marketing quota for any farm for 1938 shall be the number of pounds of lint cotton equal to the sum of the following:

1. The amount of the normal production or the actual production, whichever is the greater, of the farm acreage allotment, and
2. The amount of any cotton on hand which was produced in any prior year.

Normal Production as applied to any farm shall be the acreage allotment established for the farm times the number of pounds of lint cotton established as the normal yield for the farm.

Data used in determining 1938 farm cotton acreage allotments and normal yields shall be listed on form NCR-209a.

These instructions as written are for use in those counties which are not divided into administrative areas for the purpose of determining farm cotton acreage allotments and normal yields. These instructions shall be amended for use in those counties which are divided into administrative areas for the purpose of determining farm cotton acreage allotments and normal yields, by substituting the words "administrative area" for the word "county" in all places in which such word appears in these instructions.

Except as otherwise provided, the entries in all columns of form NCR-209a shall be rounded to one decimal place. The results of all computations shall be carried one decimal place beyond the number of

decimal places required in such results and shall be rounded to the required number of decimal places. In rounding decimals, digits of five or less shall be dropped and digits of more than five shall be considered as one and added to the figure in the next decimal place to the left.

If in any county it is found advantageous to use columns on NCR-209a, other than those specified in this procedure, such action is permissible provided the substance of this procedure is not changed.

SEC. I. INSTRUCTIONS FOR DETERMINING FARM COTTON ACREAGE
ALLOTMENTS FOR FARMS ON WHICH COTTON WAS PLANTED
DURING ONE OR MORE OF THE THREE YEARS, 1935, 1936,
AND 1937.

Delete the headings in columns (16) to (27), inclusive, of form NCR-209a and insert the following headings in columns (16) to (40), inclusive:

Column 16.-- "1935 planted acres"
Column 17.-- "1935 acres adjusted"
Column 18.-- "1936 planted acres"
Column 19.-- "1936 acres adjusted"
Column 20.-- "1937 planted acres"
Column 21.-- "1937 acres adjusted"
Column 22.-- "Highest acreage in columns (17), (19), and (21)"
Column 23.-- "Allotments under 5 acres"
Column 24.-- "5-acre allotments"
Column 25.-- Leave heading blank.
Column 26.-- "Total cropland"
Column 27.-- "Normal acreage of wheat, tobacco, and rice"
Column 28.-- "Column (26) minus Column (27)."
Column 29.-- "Indicated acreage allotment"
Column 30.-- "First preliminary adjusted acreage allotment"
Column 31.-- "Indicated acreage allotment adjusted"
Column 32.-- "Second preliminary adjusted acreage allotment"
Column 33.-- "Acreage adjustment"
Column 34.-- "Acreage allotment"
Column 35.-- "50 percent of 1937 acres adjusted"
Column 36.-- "40 percent of cropland"
Column 37.-- "Adjusted acreage allotment"
Column 38.-- "Final Indicated acreage allotment"
Column 39.-- "Final preliminary adjusted acreage allotment"
Column 40.-- "Final adjusted acreage allotment"

Enter in the space provided above columns (16) to (27) the word "Cotton".

Column 16.--Enter the cotton acreage planted on the farm in 1935 for participating identical or combined participating farms. This information is obtained from form NCR-11, Table I, column (b). For combined farms, it will be necessary to obtain the sum of such entries for the respective forms NCR-11. For all other farms, obtain this entry from form NCR-1, Section 3, Table I, column (b). If all of the land covered by a

form NCR-1 is not included in the 1938 farm, enter only that portion of the cotton acreage indicated on form NCR-1, which was planted on land included in the 1938 farm.

Column 17.--Enter an acreage which corresponds to the respective entry in column (16) except to allow for an adjustment in the acreage planted to cotton on the farm in 1935 which the county committee determines was made due to participation in the 1935 Agricultural Adjustment Program. If no such adjustment was made, the entry in column (17) will be the same as that in column (16). No entry in column (17) will be less than that in column (16). No upward adjustment may be made to exceed .538 times the entry in column (16) or 2 acres, whichever is greater.

Column 18.--Enter the cotton acreage planted on this farm in 1936 for participating identical, or combined participating farms. This information is obtained from form NCR-11, Table I, column (c). For combined farms, it will be necessary to obtain the sum of such entries for the respective forms NCR-11. For all other farms, obtain this entry from the total line of column (j), NCR-211.

Column 19.--Enter an acreage which corresponds to the respective entry in column (18), except to allow for an adjustment in the acreage planted to cotton on the farm in 1936 which the county committee determines was made due to participation in the 1936 Agricultural Conservation Program. If no such adjustment was made, the entry in column (19) will be the same as that in column (18). No entry in column (19) will be less than that in column (18). No upward adjustment may be made to exceed .538 times the entry in column (18) or 2 acres, whichever is greater.

Column 20.--Enter the cotton acreage planted on the farm in 1937 for participating identical, or combined participating farms, which is obtained from form NCR-114, Section III, item 15, column (g). For combined farms, it will be necessary to obtain the sum of such entries for the respective forms NCR-114. For all other farms, obtain this entry from the total line of column (e), NCR-211.

Column 21.--Enter an acreage which corresponds to the respective entry in column (20), except to allow for an adjustment in the acreage planted to cotton on the farm in 1937 which the county committee determines was made due to participation in the 1937 Agricultural Conservation Program. If no such adjustment was made, the entry in column (21) will be the same as that in column (20). No entry in column (21) will be less than that in column (20). No upward adjustment may be made to exceed .538 times the entry in column (20) or 2 acres, whichever is greater.

Column 22.--Enter in this column (22), the highest of the respective acreages in columns (17), (19), and (21).

Column 23.--Enter in this column (23) the respective entry taken from column (22) for each farm for which an entry of less than 5 acres was made in column (22). Enter a dash for all other farms.

Column 24.--Enter in this column (24) five acres for each farm for which a dash was entered in column (23). Enter a dash for all other farms.

Column 25.--This column will not be used at this time.

Column 26.--Enter the acreage of cropland for each farm for which an entry of five was made in column (24). This entry will be the acreage for the respective farms in Part I, column (4), of NCR-209, less any acreage included therein which was not considered cropland in 1937 and which was not tilled in 1937.

Column 27.--Enter the average acreage of cropland devoted in 1936 and 1937 to the production of sugarcane for sugar, wheat, tobacco, or rice for market, or wheat or rice for feeding to livestock for market, for each farm for which an entry was made in column (26). This entry will be obtained from forms NCR-11 and NCR-114, or form NCR-211.

Column 28.--Enter the acreage of cropland minus the acreage devoted to the production of sugarcane for sugar, wheat, tobacco or rice for market, or wheat or rice for feeding to livestock for market, which is obtained by subtracting the entry in column (27) from the respective entry in column (26).

Column 29.--Enter the result obtained by multiplying each entry in column (28) by a factor which is derived as follows:

- a. Obtain county totals for columns (23), (24), and (28).
- b. Obtain the sum of the county totals for columns (23) and (24). Subtract the sum thus obtained from the county cotton acreage allotment. Multiply the remainder by .03. This result is the maximum acreage which may be used in adjusting allotments of less than 15 acres and should be entered above the heading of column (33) on the first sheet for the county.
- c. Subtract the county total of column (23) from the total county cotton acreage allotment. Enter the remainder above the heading of column (29) on the first sheet for the county. This remainder is the acreage to be apportioned in column (29).
- d. Divide the acreage obtained under "c", above, by the county total of column (28). The result of this division, rounded to six decimal places, is the factor to be used in deriving the entries for column (29), and should be entered in the heading of column (29).

Obtain the county total of column (29). If the entries for column (29) have been correctly derived, the total of column (29) should equal the acreage entered above the heading of column (29). A slight difference may result from the rounding of fractions.

Column 30.--Enter a preliminary adjusted acreage allotment determined as follows:

1. If the entry in column (29) is less than 5.0, enter 5.0 in column (30).
2. For all other farms for which there is an entry in column (29), enter the respective entry taken from column (29) or column (22), whichever is smaller.

Obtain the county total of column (30).

Column 31.--Obtain the difference between the county totals of columns (30) and (29).

1. If the county total of column (30) is less than the county total of column (29) by an amount not in excess of the acreage entered above the heading of column (33), no entries shall be made in column (31). Such difference shall be apportioned in column (33).
2. If the county total of column (30) is less than the county total of column (29) by an amount in excess of the acreage entered above the heading of column (33), enter the results obtained by multiplying the respective entries in column (29) by a factor which is derived as follows:
 - a. Subtract the county total of column (30) from the county total of column (29).
 - b. Subtract from the county total of column (29) the sum of the entries therein which equal or exceed the respective entries in column (22).
 - c. Add the amount obtained under "a" above to the amount obtained under "b" above.
 - d. Divide the amount obtained under "c" above by the amount obtained under "b" above, rounding the factor thus obtained to six decimal places.
3. If the county total of column (30) exceeds the county total of column (29), enter the results obtained by multiplying the respective entries in column (29) by a factor which is derived as follows:
 - a. Subtract the county total of column (29) from the county total of column (30).
 - b. Add to the amount obtained under "a", above, an amount equal to 50 percent of the acreage entered above the heading of column (33).

- c. Subtract from the county total of column (29) the sum of the entries therein which are less than 5.0.
- d. Subtract the amount obtained under "b", above, from the amount obtained under "c", above.
- e. Divide the amount obtained under "d", above, by the amount obtained under "c", above, rounding the factor thus obtained to six decimal places.

Obtain the county total of column (31).

Column 32.--Enter a preliminary adjusted acreage allotment which is determined as follows:

1. If the entry in column (31) is less than 5.0, enter 5.0 in column (32).
2. For all other farms for which there is an entry in column (31) enter the respective entry taken from column (31) or column (22), whichever is smaller.

Obtain the county total of column (32).

If the county total of column (32) is less than the county total of column (29) by an amount not in excess of the acreage entered above the heading of column (33), such difference shall be apportioned in column (33).

If the county total of column (32) is less than the county total of column (29) by an amount in excess of the acreage entered above the heading of column (33), or if the county total of column (32) exceeds the county total of column (29), it will be necessary to use two additional blank columns to scale the entries in column (31) in a manner similar to that which was followed in scaling the entries in column (29) to obtain the entries in columns (31) and (32).

Before making entries in column (33), derive a factor as follows:

1. Add to the total of column (28) the sum of the comparable data (cropland less wheat, tobacco and rice) for farms for which entries have been made in column (23).
2. Divide the county cotton acreage allotment by the amount obtained under "1", above, rounding the factor thus obtained to six decimal places.

If the factor obtained under "2" above exceeds the factor used for computing the entries for column (29) and also exceeds by more than 5 percent the product of the factors used for computing the entries for columns (29) and (31), the entries in column (28) shall be multiplied by the factor obtained under "2" above. The results of such multiplication shall be used as the preliminary acreage allotments. Such preliminary acreage allotments shall be adjusted in accordance with the instructions for making entries in column (30). It will be necessary to use additional blank columns in which to indicate such entries.

If the original factor used for computing entries for column (29) exceeds the factor obtained under "2" above, and also exceeds by more than 5 percent the product of the factors used for computing the entries for columns (29) and (31), the original entries in column (30) shall be used as the preliminary adjusted acreage allotments.

Column 33.--If a preliminary adjusted acreage allotment has been established only in column (30), the difference between the county total of column (30) and the acreage entered above the heading of column (29) shall be used by the county committee in adjusting upward the allotments for those farms for which entries of less than 15 have been made in column (30); provided such adjustment shall not increase the allotment to any farm above 15 acres or the respective acreage in column (22), whichever is smaller. In making such adjustments, consideration shall be given to land, labor, and equipment available for the production of cotton, crop rotation practices, and other physical facilities affecting the production of cotton.

If a second or third preliminary adjusted acreage allotment has been made, the difference between the county total of the column in which such preliminary adjusted acreage allotment is finally determined, and the acreage entered above the heading of column (29) shall be used by the county committee for adjusting allotments of less than 15 acres, in the manner indicated in the preceding paragraph.

Any adjustments made in accordance with the above instructions will be entered in column (33) for the respective farms.

Column 34.--Enter for all farms, an acreage allotment which is obtained as follows:

1. Enter the sum of the respective entries for column (33) and the column in which the preliminary adjusted acreage allotment was finally determined.
2. Enter the respective entry for the column in which the preliminary adjusted acreage allotment was finally determined, when no entry has been made in column (33).
3. For those farms for which no entry appears in columns (24) to (33), inclusive, enter in column (34) the respective entries taken from column (23).

Obtain the county total of column (34). Such total must equal the cotton acreage allotment for the county unless increased preliminary acreage allotments are determined in accordance with the instructions for column (32). If increased preliminary acreage allotments are determined, the State office shall be advised of the amount by which the county total of column (34) exceeds the cotton acreage allotment for the county.

Column 35.--Enter for all farms for which entries have been made in column (24), 50 percent of the entry in column (21).

Column 36.--Enter for all farms for which entries have been made in column (24), 40 percent of the entry in column (26).

Column 37.--Enter for all farms the adjusted acreage allotment which is obtained as follows:

1. If the entry in column (34) equals or exceeds either or both of the respective entries in columns (35) and (36), enter in column (37) the entry in column (34).
2. If both of the entries in columns (35) and (36) exceed the respective entry in column (34), enter in column (37) the smaller of the entries in columns (35) and (36).

NOTE: Columns (38), (39), and (40) should be used only in those counties to which a supplemental cotton acreage allotment is apportioned by the State committee from the four percent increase in the State cotton acreage allotment. The difference obtained by subtracting the county total of column (39) from the sum of (1) the county total of column (34), and (2) the supplemental cotton acreage allotment for the county may be used for adjustments and appeals with respect to cotton acreage allotments.

Column 38.--Enter the result obtained by multiplying each preliminary adjusted acreage allotment (usually column (30) or column (32) by a factor which is derived as follows:

1. Subtract from the county total of the preliminary adjusted acreage allotments, the sum of the preliminary adjusted acreage allotments which equal or exceed the respective entries in column (22).
2. Add to the amount obtained under (1) above, the supplemental county cotton acreage allotment.
3. Divide the amount obtained under (2) above by the amount obtained under (1) above, rounding the factor thus obtained to 6 decimal places.

Column 39.--Enter for each farm the smaller of the respective entries in columns (38) and (22).

Column 40.--Enter for each farm the larger of the respective entries in columns (37) and (39).

SEC. II. INSTRUCTIONS FOR DETERMINING FARM COTTON ACREAGE
ALLOTMENTS FOR FARMS ON WHICH COTTON WILL BE
PLANTED IN 1938 BUT ON WHICH COTTON WAS NOT
PLANTED IN 1935, 1936, OR 1937.

Delete the headings in columns (16) to (27), inclusive, of form NCR-209a and insert the following headings in columns (16) to (34), inclusive.

Columns 16 to 25, inclusive.--Leave blank.

Column 26.--"Total Cropland."

Column 27.--"Normal acreage of wheat, tobacco, and rice."

Column 28.--"Column (26) minus column (27)."

Column 29.--"Maximum acreage allotment."

Column 30.--"Recommended acreage allotment."

Columns 31 to 33, inclusive.--Leave blank.

Column 34.--"Acreage allotment."

Enter in the space provided above columns (16) to (27), inclusive, the words "Cotton - New Farms".

Columns 16 to 25, inclusive.--These columns will not be used at this time.

Column 26.--Enter the acreage of cropland for each farm. This entry will be the acreage for the respective farms in Part I, column (4), of NCR-209, less any acreage included therein which was not considered cropland in 1937 and which was not tilled in 1937.

Column 27.--Enter the average acreage of cropland devoted in 1936 and 1937 to the production of sugarcane for sugar, wheat, tobacco, or rice for market, or wheat or rice for feeding to livestock for market for each farm for which an entry was made in column (26). This entry will be obtained from forms NCR-11 and NCR-114, or form NCR-211.

Column 28.--Enter the acreage of cropland minus the acreage devoted to the production of sugarcane for sugar, wheat, tobacco, or rice for market, or wheat or rice for feeding to livestock for market, which is obtained by subtracting the entry in column (27) from the respective entry in column (26).

Column 29.--Enter in the heading the factor used in computing entries for column (29) for farms on which cotton was planted during one or more of the three years 1935, 1936, and 1937. Enter in column (29) the result obtained by multiplying the respective entry in column (28) by such factor.

Obtain the county total of column (29).

Column 30.--Enter the recommended acreage allotment for the farm. This entry shall be so determined as to result in comparable allotments to farms similar with respect to land, labor, and equipment available for the production of cotton, crop rotation practices, and the soil and other facilities affecting the production of cotton. No entry in column (30) shall exceed the respective entry in column (29).

Obtain the county total of column (30).

Columns 31 to 34.--These columns will not be used at this time.

The listing sheets for new cotton farms will be submitted to the State committee for adjustment and approval of the recommended acreage allotments in column (30).

SEC. III. APPORTIONING UNUSED COTTON ACREAGE AMONG FARMS.

It will be necessary for each county to make up a report relative to the release of any unused cotton acreage allotted to farms within the county. In tabulating the above information received in the county office, the 1938 cotton acreage allotment for each farm for which the cotton acreage is to be decreased should be verified. Since measurements have not been made of the actual acreage of cotton for 1938, it will be necessary to use the estimate of the operator as a basis for determining the 1938 planted cotton acreage. The acreage to be considered as the estimated planted acreage for the purpose of reapportionment shall be 25 percent in excess of the acreage as reported by the operator.

If the total acreage released in a State is sufficient to justify a reallocation, the procedure for such reallocation will be furnished. However, if the acreage available for reallocation is insufficient to permit a practical apportionment, or if an apportionment cannot be made among farms prior to the date on which cotton planting has been completed on most of the cotton farms in the State, the entire cotton acreage released in the State may be used for correcting errors and for allotments to farms not included in the original computations.

SEC. IV. NORMAL YIELDS ESTABLISHED BY ACTUAL RECORDS

Instructions for determining normal yields on identical or combined identical farms where reliable records of the actual average yields of lint cotton per acre for all the five years, 1933 to 1937, are presented to the county committee. Insert the following headings in columns (41) to (46), inclusive, of form NCR-209a:

Column 41.--"1933 actual yield."

Column 42.--"1934 actual yield."

Column 43.--"1935 actual yield."

Column 44.--"1936 actual yield."

Column 45.--"1937 actual yield."

Column 46.--"1933 to 1937 average yield."

Enter above the heading in columns (41) to (46), inclusive, the average yield of cotton for the township or county for the respective years. This figure will be furnished by the State Committee.

Column 41.--Enter the actual yield per acre for 1933 as taken from reliable records or gin tickets. Such yield will be determined by dividing the total production by the measured or established acreage planted to cotton, whichever is available.

If the actual yield for 1933 is not available, but is available for some of the years between 1933 to 1937, inclusive, enter a dash in this column.

Column 42.--Enter the actual yield per acre for 1934 as taken from reliable records or gin tickets. Such yield will be determined by dividing the total production by the measured acreage of cotton.

If the actual yield for 1934 is not available, but is available for some of the years between 1933 and 1937, inclusive, enter a dash in this column.

Column 43.--Enter the actual yield for 1935 or a dash, whichever is applicable according to the preceding instructions for column (42).

Column 44.--Enter the actual yield for 1936 or a dash, whichever is applicable according to the preceding instructions for column (42).

Column 45.--Enter the actual yield for 1937 or a dash, whichever is applicable according to the preceding instructions for column (42).

Column 46.--If there is a yield entry in each of the columns (41) to (45), inclusive, the entry for column (46) will be the average of the entries for the five preceding columns. If there is a dash entered in any one or more of the columns (41) to (45), inclusive, a dash will be entered in column (46).

If the county committee should adjust the yield for any year due to abnormal weather conditions, such adjustment must be limited to the percent, if any, by which the five year average yield for the township or

county (as entered above the headings of column (46) is above or below the actual yield for the township or county for the year being adjusted. Such adjustment and corrected average will be made by striking through the entry for the respective year and entering the adjusted yield above it.

The final average actual yield, as entered in column (46), will not be subject to revision to meet the township or county limit.

SEC. V. INSTRUCTIONS FOR LISTING AND DETERMINING NORMAL YIELDS FOR ALL FARMS.

The following instructions with respect to listing and determining the normal yields of cotton will be applicable both to farms on which cotton was planted during one or more of the years 1935, 1936, and 1937; and to farms on which cotton was not planted during such years, but on which cotton will be planted in 1938. Wherever these instructions indicate that minor civil division and county totals are to be obtained, such totals will be obtained separately on the listing sheets for farms on which cotton was planted during 1935, 1936, and 1937; and for farms on which cotton was not planted during such years, but on which cotton will be planted in 1938. Such totals obtained separately on the respective listing sheets for the two types of farms will then be combined to give totals for all such farms. These combined totals for all farms will be used in carrying out the following procedure.

Delete the headings in columns (3) to (12), inclusive, of form NCR-209a and insert in lieu thereof, the following headings:

Column 3.--"1938 cotton allotment."

Column 4.--"1937 adjusted yield."

Column 5.--"Community committee recommended preliminary yield."

Column 6.--"County committee recommended preliminary yield."

Column 7.--"Extension (3 x 6)" (This column shall include columns (7) and (8) on NCR-209a).

Column 9.--Leave heading blank.

Column 10.--Leave heading blank.

Column 11.--"1938 adjusted normal yield."

Column 12.--"Extension (3 x 11)."

Columns 13, 14, and 15.--Leave headings blank.

Column 3.--Enter the final cotton acreage allotment for the farm. In the case of farms on which cotton was planted during the three years, 1935, 1936, and 1937, this entry will be obtained from columns (37) or (40)

of NCR-209a, whichever is applicable. For farms on which cotton was not planted during such years but on which cotton will be planted in 1938, this entry will be obtained from column (30) of the forms NCR-209a, prepared for such farms.

Column 4.--Enter the 1937 approved normal yield. This entry will be obtained from either NCR-106, column (39), or from NCR-114, Section IV, column (c). In some instances, the 1938 farm may be a part of or a combination of one or more 1937 farms and the identity lost. In such cases, the committee will determine and enter in column (4), the normal yield which would have been assigned to this farm in accordance with the instructions pertaining to the establishment of yields in 1937.

Column 5.--The entry in this column shall be:

1. A dash for each farm for which there is an actual cotton yield entry in column (46), or
2. The normal cotton yield appraised for the farm. This entry will be that yield which has been determined by the community committee to represent best the normal yield of cotton on the farm, taking into consideration the normal yield of cotton for the county, available cotton yield data for the farm, and abnormal weather conditions.

Column 6.--The entry for this column shall be:

1. A dash for each farm for which a dash appears in column (5), or
2. The county committee recommended 1938 normal yield. The county committee will carefully review the work of the community committee and determine if the yield indices recommended by the community committee in column (5) are equitable. The county committee will further check the work of the community committee to see that due consideration was given to actual yields, which were available for one or more of the five years, 1933 to 1937, inclusive.

Column 7.--Enter the result, rounded to a whole number, obtained by multiplying each yield entry in column (6) by the corresponding entry in column (3). Obtain minor civil division and county totals of the entries in column (7).

Columns 9 and 10.--These columns will not be used at this time.

Column 11.--Enter the adjusted normal yield for each farm, which will be determined as follows:

1. For farms for which actual yields have been entered in column (46), transfer such yields to column (11) and proceed as follows:

- (a) Multiply each such entry in column (11) by the corresponding entry in column (3), and enter the result, rounded to a whole number, in column (12). Underline such entries in columns (11) and (12). Obtain minor civil division and county totals of the underlined entries in column (12) and enter such totals as sub-totals on the first line below the respective total lines of NCR-209a.
- (b) Subtract each minor civil division sub-total of column (12), as obtained in step (a) above, from the normal production for the minor civil division, which will be supplied the county by the State Committee. Such normal production will be determined on the basis of the acreage planted to cotton during the preceding five calendar years, (plus, in applicable years, the acreage diverted under previous Agricultural Adjustment and Conservation Programs), with adjustments for abnormal weather conditions and trends in acreage during such five-year period.
- (c) Divide the result in step (b) above, by the total of column (7) for the respective minor civil division, to obtain an adjustment factor to be applied to the individual extension entries in column (6). Enter such adjustment factor, rounded to six decimals, in the heading of column (11).

Column 12.--Enter in column (12) the extension rounded to a whole number, obtained by multiplying each entry in column (11) which is not underlined by the corresponding entry in column (3).

Obtain minor civil division and county totals of all entries in column (12). In no case shall this total exceed the normal production for the county or minor civil division, as established by the State Committee.

(S E A L)

IN TESTIMONY WHEREOF, H. A. Wallace,
Secretary of Agriculture, has here-
unto set his hand and caused the
official seal of the Department of
Agriculture to be affixed in the City
of Washington, District of Columbia,
this 15th day of September, 1938.

H A Wallace

Secretary of Agriculture.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATIONINSTRUCTIONS PERTAINING TO COTTON MARKETING QUOTAS FOR THE
1938-1939 MARKETING YEARPART I. DETERMINING 1938 FARM COTTON ACREAGE ALLOTMENTS AND NORMAL
YIELDSA. COUNTY OFFICE PROCEDURE

Section 1. Eligibility. - A cotton acreage allotment will be determined for each farm on which cotton was planted in any one or more of the years 1935, 1936, or 1937 and also for farms on which cotton was not planted in any of the three years 1935 to 1937 but on which cotton is planted in 1938.

Sec. 2. Rule of Fractions. - All figures regarding tilled acreage entered in the right margin of section I of the work sheet (Form SR-101) shall be rounded to the nearest whole acre. The diverted acreage, all measured acreage, and the 1937 rice acreage shall be shown to the nearest tenth of an acre. The sum of the actual acreage plus the acreage diverted from cotton production, which will be entered in the column headed "Total" in Table 1 of the work sheet if more than 10 acres, shall be rounded to the nearest whole acre, or, if less than 10 acres, shall be shown to the nearest tenth of an acre. The average wheat acreage, if Table 3 is executed for wheat, and the "Average Wheat Base Acreage", which will be shown in the margin at the bottom of Table 3, shall be shown to the nearest tenth of an acre if less than 10 acres, or, if 10 acres or more, shall be rounded to the nearest whole acre. In rounding fractional acreage, five-tenths of an acre or less shall be dropped, and more than five-tenths of an acre shall be considered a whole acre.

Sec. 3. First Grouping of 1937 Work Sheets. - The State office will provide each county office with a list of work sheets executed in connection with the 1937 program classified according to the group in which the work sheet was included. The group letter indicated on the list received from the State office should be transferred to the top-center above Section I of the applicable work sheet bearing the serial number on the State office list.

All additional 1937 work sheets executed in 1938 must be grouped. They will not be included on the list received from the State office. It is necessary that the group classification be determined and verified, after which the group number (N-N, O-O, etc.) should be entered at the top, directly over Section I of the work sheet. Additional 1937 work sheets executed in 1938 will be grouped in the same manner as work sheets signed in connection with the 1937 program with the following exceptions: (1) Double letters (N-N, O-O, etc.) will be used, (2) no distinction need be made between

cotton harvested and not harvested in 1937, and (3) groups V-V and W-W have been added.

It is most essential that all work sheets be classified in their respective groups. To determine the proper classification the three divisions of Section III of the work sheet should be thoroughly understood. The first part relates to former serial number references. The second part refers to the farm in 1937 as it relates to the crop-land covered by a 1936 work sheet, a 1935 cotton contract, or a 1935 Bankhead application. Depending on the execution of these preceding parts of Section III, the third part provides a place for listing the various references ("part of", and "all") incident to properly explaining the relation of the farm as it was in 1937 to previous adjustment programs. When Section III is correctly executed grouping should begin as follows:

(1) If the word "is" is entered in both spaces of the second part of Section III, the work sheet falls into one of the two major groups, N-N and O-O, whichever is applicable in accordance with the data outlined in a. and b. below.

a. If a contract reference is shown the work sheet will be identified at the top-center as Group N-N.

b. If only a Bankhead reference is shown the work sheet will be identified as Group O-O.

(2) If the spaces in the second part of Section III are executed as "is not" - "is not", "is not" - "x", or "x" - "is not", the work sheet will be identified at the top-center as Group P-P.

(3) If the second part of Section III is executed as an "is" - "is not" case or "is" - "x", the work sheet will be identified at the top-center as Group Q-Q.

(4) If the second part of Section III is executed as an "is not" - "is" case, the work sheet will be identified at the top-center as Group R-R.

(5) If the first space in the second part is deleted with the letter "x" and the second space is an "is" case, the work sheet will be identified at the top-center as Group S-S.

(6) Work sheets representing farms for which a cotton base has never been established but on which cotton was planted at least once during the period 1928 to 1935 will not have a reference to either a 1936 work sheet or a cotton contract. Such work sheets will be identified at the top-center as Group U-U. Also, classify in Group U-U any work sheets

representing farms for which a 1937 cotton base could have been established but not provided for in the foregoing groups.

(7) Any work sheets for which a cotton acreage allotment will not be established for 1938 will be identified at the top-center as Group T-T.

(8) Work sheets representing farms on which a cotton base had not been previously established and on which cotton was planted in 1936 for the first time since 1927, as shown in Table 1, should be identified at the top-center as Group V-V.

(9) Work sheets representing farms on which cotton was planted in 1937 for the first time since 1927, as shown in Table 1, will be identified at the top-center as Group W-W.

Sec. 4. Filling Out Table 1 on Back of the Work Sheet. -

It is necessary that Table 1 be completely executed for every cotton farm for the years 1933 through 1937. The table should be changed so as to provide space for diverted acreage and for actual plus diverted cotton acreage for each of the applicable years 1935, 1936, and 1937. The space in the column headed "year" in such table should be subdivided into two columns. The right column should be headed "Diverted" and the left column headed "Total". If found more convenient, such headings may be abbreviated by using the letters "D" and "T". Enter in the column headed "Diverted" the acreage diverted from cotton during each applicable year. Enter in the "Total" column the actual plus diverted acreage for each applicable year. The year "1932" in the fifth line should be changed to read "1937". For work sheets for which data will have been entered previously for 1932, strike through such data and enter the 1937 data therein.

(a) Obtaining cotton acreage data for 1935-1937. -

(1) Actual cotton acreage. - The actual cotton acreage for each of the years 1935, 1936, and 1937 will be entered in the applicable spaces in the column headed "Acreage" in Table 1 on the back of the work sheet. This entry will be made for all 1937 work sheets; that is, for work sheets executed in connection with the 1937 program, and also for the additional 1937 work sheets executed in 1938. The actual cotton acreages for 1935 and 1936 can be secured from Section I, line 2, columns D and G, respectively, of the work sheet. The 1937 cotton acreage, for work sheets for which a report of performance, Form SR-108 or Form SR-113, was executed, should be entered in the applicable space in Table 1 from line 8, column (b), of the respective Form SR-108 or from line 10, column B, Form SR-113.

For farms for which a report of performance was not executed, the 1937 cotton acreage must be secured from the producer.

(2) Diverted cotton acreage.- a. For all 1937 program work sheet farms.- For Group N farms: For all work sheets designated in Group N the 1935 diverted acreage will be entered in the column headed "Diverted", from item 2, Section II, Form No. Cotton 121. The 1936 diverted acreage will be the difference between the 1936 base and the 1936 measured cotton acreage, but not in excess of 35 percent of the 1935 base, or in excess of two acres if such base is five acres or less, as determined from line 2, Section I, columns E and G, of Form SR-101. The 1937 diverted acreage will be the difference between the 1937 base and the 1937 measured cotton acreage, but not in excess of 35 percent of the 1937 base or in excess of two acres if the base is 5.7 acres or less, as determined from the data shown in line 2, column M, Section I, and the 1937 measured cotton acreage shown in Table 1, of Form SR-101. If the tabulation of the 1937 diverted acreage for participants, as determined (during the week ending January 22), is available in the county office, the 1937 diverted acreage may be transcribed from column (4) of the tabulation.

For Group O farms: For farms designated in Group O, a zero will be entered in the space for the 1935 diverted acreage. The 1936 and 1937 diverted acreage will be determined as outlined above for work sheets designated in Group N.

For Group S farms: For work sheets designated in Group S the 1935 diverted acreage will be obtained from item (2), Section II, Form No. Cotton 121, if any. If only a Bankhead reference is shown for the work sheet, Form No. Cotton 121 will not be available, in which case a zero will be entered as the 1935 diverted acreage. A zero will be entered for the 1936 diverted acreage for all work sheets in this group. The 1937 diverted acreage will be determined as outlined above for work sheets designated in Group N.

For Group V farms: For work sheets designated in Group V a zero will be entered in the space for the 1935 and 1936 diverted acreage. The 1937 diverted acreage will be determined as outlined above for work sheets designated in Group N.

For Group Q farms: For work sheets designated in Group Q a line should be drawn through the columns

headed "Total" and "Diverted" for 1935. The 1936 and 1937 diverted acreage will be determined as outlined above for work sheets designated in Group N.

For Group R farms: For work sheets designated in Group R the 1935 diverted acreage will be obtained from item (2), Section II, Form No. Cotton 121, if any. If only a Bankhead reference is shown for the work sheets, Form No. Cotton 121 will not be available, in which case the 1935 diverted acreage will be zero. A line should be drawn through the columns headed "Total" and "Diverted" for the year 1936. The 1937 diverted acreage will be determined as outlined above for Group N.

For Groups P and U farms: For work sheets designated in Groups P and U a line should be drawn through the columns headed "Total" and "Diverted" for the years 1935 and 1936. The 1937 diverted acreage will be determined as outlined above for work sheets designated in Group N.

For Group T farms: For work sheets designated in Group T the 1937 diverted acreage will be zero. The cropland covered by the 1937 work sheet, however, may be identical with the cropland covered by a 1935 cotton contract or a 1936 work sheet, in which case determine the diverted acreage, as outlined above for work sheets designated in Group N, only for the year in which the cropland is identical with the cropland covered by the 1937 work sheets.

b. For additional 1937 work sheet farms.-

For Group N-W farms: For work sheets designated in Group N-W the 1935 and 1936 diverted acreage will be determined as outlined above for work sheets designated in Group N. The 1937 diverted acreage will be zero.

For Group O-O farms: For work sheets designated in Group O-O the 1935 and 1937 diverted acreage will be zero. The 1936 diverted acreage will be determined as outlined above for work sheets designated in Group N.

For Group S-S farms: For work sheets designated in Group S-S the 1935 diverted acreage will be determined as outlined above for work sheets designated in Group S; the 1936 and 1937 diverted acreage will be zero.

For Group Q-Q farms: For work sheets designated in Group Q-Q a line should be drawn through the columns headed "Total" and "Diverted" for 1935. The 1936

diverted acreage will be determined as outlined above for work sheets designated in Group N. The 1937 diverted acreage will be zero.

For Group R-R farms: For work sheets designated in Group R-R the 1935 diverted acreage will be determined as outlined above for work sheets in Group S. The 1936 and 1937 diverted acreage will be zero.

For Groups P-P and U-U farms: For work sheets designated in Groups P-P and U-U a line should be drawn through the columns headed "Total" and "Diverted". The 1937 diverted acreage will be zero.

For Group T-T farms: For work sheets designated in Group T-T the 1935 and 1936 diverted acreage, if any, will be determined as outlined above for work sheets in Group T. The 1937 diverted acreage will be zero.

For Group W-W farms: For work sheets designated in Group W-W the diverted acreage will be zero.

(3) Total of actual acreage plus diverted acreage.-
For each of the years 1935, 1936, and 1937 the actual acreage will be added to the diverted acreage and the sum entered in the column for "Total" except that no entry will be made in the "Total" column if it has been lined out.

The largest acreage (actual plus diverted) for any of the years 1935, 1936, and 1937 as shown in the column headed "Total" shall be encircled, using a red pencil.

(b) Obtaining cotton acreage data for 1933 and 1934 and yield data for 1933-1937. - The acreage and yield for the years 1933 and 1934 and the yield for the years 1935 to 1937, inclusive, should be entered in Table 1 of the work sheet from the following sources:

| For the year: | Source of information: |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>1933</u> | 1. Table 1, items 1 and 5, Form Cotton 1-b; or 2. Items 1 and 11 - (1) on plow-up contract; or 3. Table 2, line 2, Form Cotton 101A; or 4. Table 1, line 1, Form B.A. 8; or 5. Table 1, line 2, Form B.A. 208; or 6. Form No. Cotton and/or 9. |
| <u>1934</u> | 1. Preamble, Form No. Cotton 104; or 2. Preamble, Form No. Cotton 102; or 3. Table 2, line 1, Form Cotton 101A; or 4. Table 1, line 1, B.A. 208 for acres and columns 7, 9, 10, 11, and 12. Form D.C. 1, for production. |
| <u>1935</u> | 1. Section II, line 1, column (D), Form SR-1; or 2. Record of tax-exemption certificates used; or 3. Preamble, Form C.A.P. 2, for production. |
| <u>1936</u> | 1. Section 1, line 2, column H, Form SR-101. |
| <u>1937</u> | 1. Sales certificates for 1937 cotton price adjustment payments and/or gin tickets. |

In the above references for years for which production is shown only in bales and the average weight of lint per bale is not shown in

the references, 478 pounds should be used in computing the actual production represented by the number of bales shown.

If the farm covered by a 1937 work sheet is a split or a combination and the above references for any year cover only a part of or more than the farm represented by the 1937 work sheet, the letter "S" (for split) or the letter "C" (for combination) should be entered in the space for the yield for the year(s) in which the farm as constituted in such year is not identical with the farm in 1937. No acreage figure will be entered for such year. In appraising the normal yield for the farm the county committee shall take into consideration the data in the county office with respect to yields for the year(s) before such farms were split or combined, together with the appraised yields for other farms in the same community similar with respect to type of soil, drainage, production practices, and general fertility of the land.

When the acreage and yield have been entered for the years during the period 1933-1937 in which cotton was produced on the farm, the production should be computed for each such year. This can be done by multiplying the acreage by the yield as shown in the last two columns of Table 1. The production should be shown in whole pounds, fractions of five-tenths or less being dropped and fractions of more than five-tenths being considered a whole pound.

The data shown in Table 1 for the years 1933-1937, inclusive, should then be summarized. Data previously entered in the last four lines of Table 1 should be stricken out. Totals of the production and acreage for the period 1933-1937 should be entered on the line provided for that purpose and the average yield should be computed by dividing the total production by the total acreage and entered in the appropriate column on the same line. The line "Average" should be left blank.

(c) Obtaining data for farms on which cotton will be planted in 1938 but on which cotton was not planted during any of the years 1935, 1936, and 1937. - As provided in section 6 of this Part I, farms on which cotton was not planted during any of the three years 1935, 1936, and 1937, but on which cotton will be planted in 1938, will be classified in Group C-2 in connection with determining 1938 farm cotton acreage allotments.

The line labeled "1938" in Table 1 on the back of the work sheet should be changed to read "1938" and the producer's intended 1938 cotton acreage entered in the appropriate column. The line labeled "Average" should be left blank. The word "Average" in the last two lines should be changed to read "Acreage." The community committee and the county committee, respectively, will enter their recommendations of the 1938 cotton acreage allotment for the farm in the appropriate column on such lines. In recommending a cotton acreage allotment for such farms, the community and county committees shall take into consideration the land, labor, and equipment available for

the production of cotton, crop rotation practices, the soil and other physical facilities affecting the production of cotton, and the cotton acreage allotments to be established for those farms on which cotton was planted in 1935, 1936, or 1937, that are similar with respect to the above factors. The committees should determine and recommend an acreage allotment based upon a percentage of the acreage of cotton which they find the farm is capable of growing in the year for which the allotment is made. The acreage on the farm suitable for cotton growing which is being tilled, or has been tilled in the previous year, will reflect the several factors to be taken into consideration and will form the basic index of the farm's capacity for cotton production.

Sec. 5. Determining the Tilled Acreage for the Farm.-
For all farms for which an Application for Wheat Adjustment Contract for 1936-1939, Form Wheat-201, was executed, the average base wheat acreage shown in Section X, line 67, column (b), of such form should be entered on the back of Form SR-101 in the margin at the bottom of Table 3 directly under the column headed "Acreage." Such acreage should be properly identified by inserting the expression "Average wheat base acreage" at the left under the column headed "Year." For farms for which a Form Wheat-201 was not executed, Table 3 of the work sheet should be changed to read "Wheat" and the first two columns for production and seeded acreage, respectively, should have been executed for the years 1930 to 1937, inclusive. For such farms determine and enter the total acreage and average acreage (dividing the total by the number of years for which data were entered), and enter the community and county committees' adjustment in the spaces provided at the bottom of Table 3.

For farms on which rice was planted in 1937, the rice acreage from line 11, column B), Form SR-108, should be entered on line 7 to the right of column M, Form SR-101.

From the 1937 cropland shown in line 13, column M, of the work sheet deduct the acreage of orchards and vineyards as shown in line 10, column M, entering the difference on line 10 extended in the right margin. The county committee, working with the community committee, will then further reduce the entry in the margin of line 10 by that part of the idle cropland acreage for the farm, as shown in line 12, column M, which is considered to be permanently idle land, that is, land which is not tilled in a regular, established rotation; and also restoration land should be excluded. The tilled acreage, excluding orchards and vineyards, further adjusted downward by the county committee, should be entered in the margin directly below, on line 12 extended.

In the right margin of line 13 extended enter the final tilled acreage adjusted for the farm. The tilled acreage adjusted is determined by subtracting from the sum of (1) any acreage of farm land which was not classed as cropland in connection with the 1937 Agricultural Conservation Program which was tilled in 1937 as shown to the

left of columns (B) and (D) on Form SR-108 plus (2) the acreage entered in the margin on line 12 extended, the following acreages, if any: (1) the tobacco base(s) shown in line 3 (or any other line), column M, Form SR-101; (2) the 1937 planted rice acreage as entered in the right margin on line 7 extended; and (3) the average wheat base acreage, if any, as shown in the margin at the bottom of Table 3 under the column headed "Acreage" or, if such entry has not been made, the adjusted average wheat acreage (county committee) as shown in the last line of Table 3.

Column M will not have been executed for additional 1937 work sheets executed in 1938, in which case the data shown in column K should be used in determining the tilled acreage adjusted for the farm. The county office should use extreme care in determining this acreage. For new farms and for farms which were not operated in 1937 the intended 1938 acreages in column G shall be used to determine the acreage of land tilled annually or in regular rotation, as well as the tilled acreage adjusted for the farm.

Sec. 6. Regrouping of Work Sheets for Determining 1938 Acreage Allotments. - After Table 1 has been executed as outlined above, all 1937 work sheets will be separated into three groups, 1-A, 1-B, and C-2. Group 1-A will represent all work sheets for which the encircled figure shown in column headed "Total" in Table 1 is 5 acres or more. Group 1-B will represent all 1937 work sheets for which the encircled figure in the column headed "Total" is less than 5 acres. Group C-2 will represent all 1937 work sheets executed for farms on which cotton was not planted during any of the three years 1935, 1936, and 1937, but on which the operator has indicated that cotton will be planted in 1938.

Sec. 7. Filling out Form ACP-58. - (a) Tabulation of farms in Group 1-B. - All Group 1-B farms shall be tabulated first. The names of the State and county, ^{1/} the group number, and the page number will be entered in the spaces provided. Columns 1, 2, 3, 4, 5, and 6 shall be filled out in accordance with the following instructions:

| Column number and heading | Source of information |
|---------------------------|----------------------------------------------------|
| 1. 1938 serial number | Leave blank pending instructions |
| 2. 1937 serial number | Upper right corner of 1937 work sheet, Form SR-101 |
| 3. Name of 1937 operator | Upper left corner of work sheet, Form SR-101 |
| 4. Name of 1938 operator | Enter as soon as available |

^{1/} The word "county" as used herein means county or parish or administrative area, if any.

| Column number and heading | Source of information |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| 5. Tilled acreage adjusted | Enter the figure from line 13, in the margin to the right of column N, Form SR-101 |
| 6. Farm acreage allotment limited by actual plus diverted acreage | Enter the figure encircled in red in the column headed "Total" in Table 1 on the back of the work sheet, Form SR-101 |

All other columns shall be left blank on the Group 1-B listing sheet,

The figures in column 6 should be checked to determine that each is less than 5 acres. The total county allotment will be furnished by the State office and should be entered in allotment item 1 at the top of the listing sheet, Form ACP-58. Column 6 shall then be added and the total entered in allotment item 2. Allotment item 3 shall be determined by deducting allotment item 2 from allotment item 1. If allotment item 3 is more than the number of acres determined by multiplying by 5 the number of farms in Group 1-A, the operators of Group 1-B farms may be notified of the amount of the 1938 cotton acreage allotment for their farms, such allotment being the figure entered in column 6. The allotments for Group 1-B farms will be subject to the approval of the State office and must be corrected if found to be in error. If allotment item 3 is less than 5 acres for each farm included in Group 1-A, the operators of farms listed in Group 1-B should not be notified of the amount of their allotment and the county office should proceed with the listing of Group 1-A farms through column 6 and forward to the State office the listing sheets for Groups 1-A and 1-B farms, together with the applicable work sheets, disregarding the procedure for obtaining the factor.

(b) Tabulation of farms in Group 1-A.- After farms in Group 1-B have been tabulated, all Group 1-A farms shall be tabulated. The names of the State and county, the group number, and the page number will be entered in the spaces provided. The lines in some of the columns have been subdivided by a dotted line. In entering the data on Form ACP-58, the county office will use the lower space of each line. Each column will be filled out in accordance with the following instructions, except that if the number of farms in Group 1-A times 5 acres is more than allotment item 3 only the first six columns should be listed:

| Column number and heading | Source of information |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 1. 1938 serial number | : Leave blank pending instructions |
| 2. 1937 serial number | : Upper right corner of 1937 work sheet, : Form SR-101 |
| 3. Name of 1937 operator | : Upper left corner of 1937 work sheet, : Form SR-101 |
| 4. Name of 1938 operator | : Enter as soon as available |
| 5. Tilled acreage adjusted | : Enter the figure from line 13, in the : margin to the right of column N, : Form SR-101 |
| 6. Total cotton acreage (actual plus diverted) | : Enter the figure encircled in red in the : column headed "Total" from Table 1 on : the back of the 1937 work sheet, : Form SR-101 |
| 7. Tilled acreage adjusted times factor | : Multiply the factor ^{1/} by the number in : column 5 and enter the result in column 7 |

(There will be only one figure entered in each line for the next two columns 8b and 9b. For example, if a figure is entered in line 2, column 8b, there will be no figure entered in line 2 for column 9b. The figure entered in column 6 shall be compared with the figure entered in column 7 and one of these figures entered in either column 8b or column 9b in accordance with the instructions for filling out these columns.)

| Column number and heading | Source of information |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8b. <u>2</u> / Five-acre minimum and limited by actual plus diverted acreage | : Enter in column 8b the figure 5.0 when : the figure in column 7 is less than 5 : acres. If the figure in column 6 is : less than the figure in column 7, enter : in column 8 the figure in column 6. For : example, if the figure in column 6 is 12 : acres and the figure in column 7 is 14 acres, : enter 12 acres in column 8b. |

^{1/} The procedure for determining the factor is contained in sub-section (e) of this section.

^{2/} The county office will use columns 8b and 9b, leaving columns 8a and 9a blank.

| | |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9b. <u>1/</u> Allotment limited by tilled acreage | : : : If the figure in column 7 is smaller : than the figure in column 6, enter : in column 9b the figure from column 7. : For example, if the figure in column : 6 is 27 acres and the figure in column : 7 is 22 acres, enter in column 9b the : figure 22 acres : : |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Columns 5 through 9 should be added. The number of farms tabulated should be counted and the total entered in column 2.

A county summary should be made of each of the columns 4 through 9. This should be done by entering the totals of every page on a blank Form ACP-58 with the expression "County Summary" written in the space provided for the group designation. The page number should be shown in column 3.

Columns 10 through 20 will be filled out in the State office.

(c) Tabulation of farms in Group C-2.- The county office shall fill out columns 1 through 5 of Form ACP-58 for Group C-2 cotton farms in accordance with the instructions in subsection (b) above for filling out such columns with respect to farms tabulated in Group 1-A.

When columns 1 through 5 of Form ACP-58 have been filled out for all Group C-2 cotton farms in the county, the county office shall transmit the Group C-2 listing sheets, along with all Group C-2 work sheets, to the State office.

(d) Rule of fractions.- Figures entered in column 5 should be shown as whole numbers in all cases. Figures shown in columns 6, 7, 8b, 9b, 10, 11, and 12 should be expressed as whole numbers, except that if any figure is less than 10.0, it should be shown in tenths of an acre. Figures shown in columns 8a and 9a should be expressed as whole numbers, except that if the entry in the corresponding "b" columns is less than 10.0 they should be shown in tenths of an acre. If any State office considers it advisable, figures entered in any or all of the above columns may be expressed in tenths of an acre.

(e) Determining the percentage factor used in computing column 7.- Allotment item 3 shall be divided by the total of column 5 for Group 1-A farms. The decimal fraction resulting shall be carried six (6) places beyond the decimal point. This factor shall then be entered in the heading of column 7 and multiplied by each

1/ The county office will use columns 8b and 9b, leaving columns 8a and 9a blank.

figure in column 5. The resulting figure shall be entered in column 7; the factor shall also be applied to the total of column 5 for each page and the result entered in the box below column 7. The total of column 7 for each page shall be compared with the figure in the box immediately below column 7 for each page. The difference in these two figures should not be more than 3 or 4 acres for each page.

(f) Determination of the amount of reserve to be allotted farms with allotments from 5 to 15 acres.— The Act provides that not more than 3 percent of the county allotment (after certain deductions) shall be allotted to farms in Group 1-A to which an allotment of not more than 15 acres would be made. In order for the county committee to determine the maximum amount of the reserve which may be allotted to these farms, a number of acres equal to five times the number of farms listed in Group 1-A shall be deducted from allotment item 3 and the remainder multiplied by .03. This is allotment item 4 and shall be entered in the space provided on the listing sheet. For example, if the total county acreage allotment (allotment item 1) is 30,000 acres and the total of column 6 for Group 1-B farms (allotment item 2) is 1,000 acres, allotment item 3 would be 29,000 acres. If there are 2,000 farms listed in Group 1-A, the maximum reserve (allotment item 4) would be 570 acres or 3 percent of 19,000. [30,000 minus 1,000 equals 29,000. 29,000 minus (5 times 2,000 equals 10,000) equals 19,000. 19,000 times .03 equals 570.]

In recommending a reserve for all 5 to 15-acre farms the county committee should take into consideration the number of these farms as well as the relationship of the actual plus diverted acres to the allotment based on tilled acres for those farms.

Columns 8b and 9b shall be summarized and the county total for these two columns obtained. If the total of these two columns is in excess of allotment item 3, or less than allotment item 3 minus allotment item 4, the listing sheets must be sent to the State office and a second factor applied before final allotments can be determined. The county committee should recommend a reserve to be allotted by them to farms which would otherwise receive an allotment of 5 to 15 acres. The recommended reserve should not be more than 75 percent of allotment item 4 nor less than 25 percent of allotment item 4, unless a variation is approved by the State office, and should be entered in the space provided for allotment item 5.

However, if allotment item 3 minus the total of columns 8b and 9b does not exceed allotment item 4, and the county committee recommends that the reserve be the difference in allotment item 3 and the total of columns 8b and 9b, it will not be necessary for the State office to apply a second factor. If the State office finds the listing sheet correct, the farm acreage allotments may be approved without further delay. If the county committee finds that such difference is not an equitable reserve for 5 to 15-acre farms, an equitable reserve should be recommended not to exceed 75 percent of allotment item 4 and the

listing sheets forwarded to the State office so that a second factor may be applied. The county committee should enter its recommended reserve in allotment item 5.

After the county committee has made its recommendation regarding the reserve, all Forms ACP-58 for both Groups 1-A and 1-B should be signed by the county committee. Such forms, together with the county office copy of both the 1937 work sheets executed in connection with the 1937 program and the 1937 work sheets executed in 1938, shall be forwarded to the State office for audit and approval and for determining the second factor (if necessary) and the final allotment. Any errors made in columns 5 through 12 or in the determination of the first factor may affect the allotment to all Group 1-A farms in the county. If there are any duplications or omissions the allotments to all Group 1-A farms will be affected; consequently, extreme care should be exercised in obtaining as accurate and complete a tabulation as possible, because any errors will delay the approval of the farm acreage allotments.

(g) County committee adjustment of 5 to 15-acre farms.- After the State office has audited the listing sheet, applied the second factor (if necessary), and approved the farm allotments for farms in excess of 15 acres, the listing sheets will be returned to the county office. The State office will have approved a reserve for the adjustment of 5 to 15-acre farms. The county committee should enter in column 11 that part of the reserve which is to be allotted to each farm for which the entry in column 10 is less than 15 acres. The additional allotments when added to the figures in column 10 shall not increase the allotment to any farm above 15 acres, or above the highest number of acres planted and diverted in any one of the three years 1935, 1936, and 1937.

The total of column 11 should be obtained, and if it is equal to the approved reserve, the county office will enter in column 12 the sum of columns 10 and 11 for 5 to 15-acre farms. Column 12 will then be added and the total must equal allotment item 3. If the county committee finds that the entire amount of the reserve cannot be allotted to the 5 to 15-acre farms on the above basis, and the total of column 11 does not equal the approved reserve, it will be necessary to send the listing sheets back to the State office for the application of a third factor.

Sec. 8. Establishment of Normal Yield of Lint Cotton Per Acre.- In accordance with Section 301 (b) (13) (E) of the Agricultural Adjustment Act of 1938, the normal yield for the farm will be the average yield for the years 1933-1937, inclusive, where reliable records of the actual average yield of lint cotton per acre for all such years are presented by the farmer or are available to the committee. Reliable records are gin tickets and sale receipts for all the years during the five-year period and the measured acreage for at least the last four years of such period. Such records must represent only the cotton

produced on the land in the farm as covered by the 1937 work sheet.

For farms for which the normal yield is established from records of production and measured acreage no adjustments shall be made except for abnormal weather conditions. In making such adjustments downward for such farms, the adjustments must be limited to the percentage, if any, by which the normal yield for the county is below the actual yield for the county during the period 1933-1937. The yields (based on records of production and measured acreage) as adjusted for abnormal weather conditions shall be the final yield for the farm and shall not be further reduced as provided hereinafter for farms for which the normal yield for the farm is appraised by the county committee.

The lines at the bottom of Table 1 providing for adjustments by the community and the county committees shall be filled out only with respect to the yield per acre in the last column. If reliable records of the actual yield of cotton per acre for every year of the period 1933-1937, inclusive, have not been presented by the farmer or are not available to the committee, or if for any year there was no actual yield because cotton was not planted in such year, the normal yield for the farm shall be the yield which, on the basis of all available facts, including the yield customarily secured on the farm, weather conditions, type of soil, drainage, production practices, and general fertility of the land, the county committee determines to be the yield which was or could have been reasonably expected on the farm for such five-year period.

The community committee shall enter its appraisal of the normal yield for the farm in the last column on the line for "Adjusted Average (community committee)". In the same column on the following line the county committee shall enter its appraisal of the normal yield for the farm.

When the county committee has determined the normal yield for every farm for which a Form SR-101 has been executed, all work sheets should be arranged in numerical sequence and a tabulation on columnar paper (hereinafter referred to as Form ACP-58-a) should be made as follows: Show in column 1 the work sheet serial number; show in column 2 the 1938 cotton acreage allotment established for the farm; show in column 3 the yield per acre as entered in the last column on the line for "Adjusted average (county committee)". When the above data have been tabulated for every work sheet for which a 1938 cotton acreage allotment has been established, show in column 4 the production for the farm as determined by multiplying the acreage in column 2 by the yield in column 3 of Form ACP-58-a. Then obtain the county totals of the acreage as shown in column 2 and the production as shown in column 4. Divide the total production by the total acreage to determine the weighted average yield for the farms tabulated. The weighted average yield for the farms tabulated must not exceed the normal yield established for the county. If the weighted average yield does not exceed the normal yield for the county, no further adjustments will be necessary.

If the weighted average yield determined as outlined above, however, exceeds the county yield, the excess must be eliminated by reducing the appraised yields for individual farms as shown in the last column on the line labeled "Adjusted average (county committee)". Adjustments should be made in extra columns of Form ACP-58a. When the weighted average yield for all farms for which a Form SR-101 was executed has been adjusted to conform with the normal yield for the county, the adjusted yield for each farm should be entered on the work sheet in the blank space at the bottom of Table 1 under the column for "yield per acre". When the excess, if any, has been eliminated all work sheets should be returned to the State office for review, and approval, if found to be correct.

B. STATE OFFICE PROCEDURE

Sec. 9. Recheck of County Office Work.-(a) Audit of work sheets and listing sheets.- The State office shall determine that a work sheet has been executed for all farms for which it has a record as having produced cotton during any of the years 1935 through 1937. All of the data entered on all work sheets by the county office, with respect to tilled acreage and the 1935, 1936, and 1937 actual plus diverted acreage, must be checked for accuracy in the State office. The procedure used by the county office for entering such data on the work sheet should be followed by the State office in making this check. Corrections should be made on the work sheets before checking the accuracy of the tabulation on Form ACP-58.

(b) Group 1-B listing sheet.- The space in each line of Form ACP-58 is divided by a dotted line in order that the State office may enter any necessary corrections on the form in the upper part of the space in the applicable line and draw a line through the incorrect entry immediately below.

The State office shall determine that each figure entered in column 6 is less than 5 acres and shall also determine that the total of such column is correct and that allotment item 2 is correct. Allotment item 3 shall then be checked by subtracting allotment item 2 from allotment item 1. Allotment item 4 shall be checked by multiplying by .03 allotment item 3 less an acreage equal to the number of farms in Group 1-A times 5. If allotment item 3 is equal to or greater than the number of farms in Group 1-A times 5 acres, the county office should be notified that the acreage allotments for Group 1-B farms are approved. If any errors are found in the allotment for any farms in Group 1-B, the county office should be notified of the correct allotment for such farms.

(c) Group 1-A listing sheet.- The computation of the first factor shall be verified in accordance with procedure outlined for determining such factor, which is contained in instructions to the county offices.

Figures in column 7 shall be checked by multiplying such factor by the tilled acres adjusted as entered in column 5. The total of column 7 for each page shall be verified and then compared with the

figure in the box below column 7, which is the first factor times the total of column 5 for the page. There should not be more than 3 or 4 acres difference in these two figures. The classification of the indicated allotments as entered in columns 8b and 9b should be checked in accordance with the instructions furnished the county office. The totals of these two columns should be verified.

(d) Group C-2 listing sheet.- When the State office has received the listing sheets, Forms ACP-58, and the Group C-2 work sheets from the county office, the tabulation of data in columns 1 through 5 shall be verified by checking the entry in each such column with the applicable entry on the respective work sheet.

Sec. 10. Procedure For Determining Second Tilled Acreage Factor For Group 1-A Farms. -

(a). Determination of whether or not second factor is necessary. - It will be necessary for the State office to compute and apply a second factor if:

(1) The total of columns 8b and 9b exceeds allotment item 3; or

(2) Allotment item 3 minus the total of columns 8b and 9b is more than allotment item 5. (If the excess is so small that it is not an appreciable amount, the State office should communicate with the county office regarding the change in their recommendation for a reserve so that a second factor would not be necessary; such recommendation cannot exceed allotment item 4.)

(b). Determination of preliminary second factor.-

(1) The total of column 9b shall be divided by the first factor and the result divided into allotment item 3 less the sum of (1) allotment item 5 and (2) the total of column 8b. The resulting decimal fraction should be considered the preliminary factor and should be carried six (6) places beyond the decimal point.

(2) a. On the first page of Form ACP-58 immediately below the word "Group" and to the right of the space provided for the allotment items, lines should be provided for four additional items which are as follows:

| Item | Source |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tilled acres for 1-A farms | Total of column 5 for Group 1-A farms |
| Tilled acres for 1-B farms | Total of column 5 for Group 1-B farms |
| Total tilled acres | Total of column 5 for Groups 1-A and 1-B farms |
| County cotton ratio | Allotment item 1 divided by total tilled acres for Groups 1-A and 1-B farms. (Carry the resulting decimal fraction six places beyond the decimal point.) |

b. If the county cotton ratio determined under paragraph (2)a, subsection (b) of this section, exceeds the first factor computed in accordance with the provisions contained in section 7, subsection (e), of this Part I, and also is more than 105 percent of the preliminary second factor computed in accordance with paragraph (1) above, except as provided in subparagraph (d) below the county cotton ratio shall be used as the final factor, irrespective of the provisions of subsections (c) and (d) below. When the county cotton ratio is applied to the adjusted tilled acreage as entered in column 5, the resulting product (but not in excess of the figure entered in column 6 and not less than 5) may be entered either in column 10 or in column 13 for any county. A uniform procedure should be followed for each county.

c. If the first factor computed in accordance with the provisions contained in section 7, subsection (e), of this Part I exceeds the county cotton ratio, and also is more than 105 percent of the preliminary second factor computed in accordance with paragraph (1) above, it will not be necessary to apply a second factor and the first factor will be final, except as provided in subparagraph (d) below.

d. (1) For counties to which the provisions of subsection (c) below apply and for those counties in which the larger of (1) the county cotton ratio determined under paragraph (2)a, subsection (b), of this section and (2) the first factor computed in accordance with the provisions contained in section 7, subsection (e), of this Part I, exceeds the preliminary second factor by more than 125 percent:

1. Divide the tilled acreage for Group 1-A farms into allotment item 3 to arrive at a factor which shall be considered the first factor for these purposes.

ii. Multiply the larger of the county cotton ratio or the first factor determined under item (i) above by 80 percent (or such other percentage as is more applicable).

iii. Divide the factor obtained under item (ii) above into 5 acres to determine the tilled acreage for a farm which would be the tilled acreage breaking point for determining whether or not the allotment based on tilled acres would be in excess of 5 acres.

iv. On a blank tabulation sheet enter the serial number and tilled acreage for each farm for which the tilled acreage is in excess of the breaking point. (It is suggested that a separate list include the tilled acreage and serial numbers for farms for which the tilled acreage is 10 percent less than the breaking point in case it is necessary to increase the minimum percentage referred to in the third paragraph above.)

v. Multiply the number of farms listed under item (iv) by 5 acres.

vi. Multiply the tilled acreage under item (iv) by the factor under item (ii).

vii. Subtract the amount obtained under item (v) from the amount obtained under item (vi). For counties in which the county cotton acreage allotments were sufficient to provide for the exemptions under Section 344, subsections (d) (1) (A) and (E), of the Act, subtract from such result the amount by which allotment item 3 exceeds five times the number of Group 1-A farms.

(2) For all other counties to which the provisions of (b) and (c) above apply:

i. Multiply the larger of the first factor or the county cotton ratio by the same percentage used under item (1) ii above.

ii. Multiply the factor obtained under item (2) i by the tilled acreage for farms for which there is an entry in column 9b of Form ACP-58.

iii. From the amount obtained under item (2) ii subtract the amount by which allotment item 3 exceeds the sum of the reserve for 5 to 15-acre farms recommended by the county committee and the total of column 8b of Form ACP-58.

The amounts obtained under items (1)vii and (2)iii should be added and the total for all applicable counties in the State obtained. If this amount is less than the amount obtained under item (3) of subsection (e) of this section, the procedure under paragraphs (2)b or (2)c, whichever is applicable, shall be followed. If this amount does not equal, or is more than, the amount remaining in subsection (c), paragraph (3), vary the percentage used under item (1)ii and item (2)i above until such amount equals the amount remaining in subsection (c), paragraph (3). When this has been accomplished, apply the factors determined under item (1)ii and item (2)i above, whichever is applicable, as the final factor.

The final allotments should be computed for the largest county last, the exact amount of the reserve used in each county should be ascertained by subtracting the county cotton acreage allotment from the final allotments computed for all farms. Before computing final individual allotments for the last county, the amount available should be determined by summarizing the exact amount of the reserve used in each of the other counties and subtracting such sum from that part of the four percent reserve available after meeting the requirements of subsection (c), paragraph (3), and then compared with the estimated amount required to use the factor determined under item (1)i. Such factor should be adjusted to allow for variations in the actual amount allotted under the above procedure and the estimated amount required, provided that the percentage which the final factor used for the last county is of the larger of the first factor or county cotton ratio for such county does not vary more than .04 from the percentage used under item (1)i for other counties. In the event such percentage does vary more than 4 points, it will be necessary to revise the percentages used in items (2)i and (1)i.

(c). Determination of final second factor when the preliminary second factor is larger than the first.

If the preliminary second factor as determined under subsection (b) is larger than the first factor as determined by the county office and checked by the State office, the procedure outlined below shall be used to determine the final second factor.

(1). Determine the percentage which the preliminary second factor is of the first factor.
(Carry out to one place beyond the decimal point.)

(2). The percentage obtained under item (1) should be applied to figures in column 9b.

(3). The amount (if any) by which the figure obtained under item (2) exceeds the figure entered in column 6 should be entered in column 9a.

(4). If the percentage obtained under item (1) is 110 or more, such percentage should be divided into 5 to obtain the acreage breaking point for farms for which the allotment will be at least 5 acres when the second factor is applied.

(5). Multiply each figure in column 7 which is between the figure obtained under item (4) above and 5 acres by the percentage obtained in item (1).

(6). Enter in column 8a the amount by which the figure obtained in item (5) exceeds 5 acres.

(7). From the sum of (1) allotment items 3 and (2) the total of column 9a subtract the sum of (1) allotment item 5, (2) the total of column 8a, and (3) the total of column 8(b).

(8). Divide the amount obtained under item (7) by the tilled acreage used to compute the preliminary second factor. This decimal fraction will be the final second factor and should be carried six (6) places beyond the decimal point.

(d). Determination of the final second factor when:
(1) The preliminary second factor is smaller than the first factor, (2) allotment item 3 is in excess of 5 times the number of group 1-A farms, and (3) the provisions of subsection (b), paragraphs (2)b, (2)c, and (2)d do not apply. -
If the preliminary second factor as determined under subsection (b) is smaller than the greater of (1) the first factor and (2) the county cotton ratio but not less than 95.24 percent of the greater of (1) and (2), the preliminary second factor will be the final second factor.

(e). Determination of the amount of the 4 percent State reserve to be apportioned when allotment item 3 is less than 5 times the number of group 1-A farms. - (1). Add allotment item 2 to 5 times the number of farms tabulated in Group 1-A.

(2). Subtract allotment item 1 from item 1 above.

(3). Subtract the sum of item 2 for all counties in the State from the 4 percent State reserve.

(f). Application of final second factor. - After the final second factor has been determined, it will be entered in the space provided in the heading of column 10. The factor should be multiplied by the figure in column 5 in cases where there is an entry in columns 8a and 9b and the result (but not less than 5 acres) or the figure in column 6, whichever is the

smaller, entered in column 10.^{1/} For any line for which there is no entry in column 10 after the above procedure has been followed, enter in column 10 the figure from column 8b. Column 10 should then be summarized and the total compared with allotment item 3 minus allotment item 5. If there is any difference in these two figures, allotment item 5 must be adjusted or a third factor must be applied. If such difference is less than 10 percent of allotment item 5, item allotment 5 should be adjusted without communicating with the county committee. If such difference is more than 10 percent of allotment item 5, a thorough recheck of all computations should be made. If no errors are found, the county committee should be communicated with relative to the adjustment of the reserve. If the county committee does not recommend the change in the reserve, it will be necessary to apply a third factor in accordance with the procedure for determining a second factor.

After the county office has allotted the reserve for 5 to 15-acre farms, the listing sheets will be returned to the State office for final approval of the farm allotments for such farms.

The county office will have entered that part of the reserve to be allotted to each farm in column 11. The State office should determine that column 11 has been correctly added and that the total of such column equals the reserve. The entries in column 12 must be checked for each farm to determine that the final allotment equals the sum of columns 10 and 11. The addition of column 12 should be checked. The county total of such column must equal allotment item 3.

Sec. 11. Procedure For Determining The 1937 County Cotton Acreage. - It is necessary to obtain the total 1937 planted acreage for all farms on which cotton was produced in each county. Using columnar paper on which counties are listed by crop-reporting districts, show for each county the following data:

^{1/} If the percentage which the final second factor is of the preliminary second factor is 110 or more, it will be necessary to inspect the figures in column 7 below the breaking point, in order that those farms which would receive an allotment in excess of 5 acres when the larger factor is applied will be given the correct allotment.

| Column number and heading | Source of information |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Name of county | Enter the figure from line 15, column H, Form SR-104e. If such line has not been executed and final adjustments have not been determined, enter the percentage derived by dividing line 12, column D, by line 3, column D. |
| 2. The ratio of cotton base acreage to cropland for 1937 participants | Enter the figure from line 15, column H, Form SR-104e. If such line has not been executed and final adjustments have not been determined, enter the percentage derived by dividing line 12, column D, by line 3, column D. |
| 3. Over-statement ratio of 1935 non-signers | Enter the figure derived by dividing the total reported acres by the measured acres (column 6 ÷ column 7) for all farms shown on Form DC 17, excluding 1935 new growers. |
| 4. 1937 measured cotton acres for farms for which measurements are available | Expand item 3 of wire dated January 18 to include the 1937 measured cotton acres for every farm not shown in the January 22 tabulation. |
| 5. 1937 planted cotton acreage for farms for which measurements are not available | Enter the 1937 figure from the column headed "Acreage" from Table 1 of Form SR-101. |
| 6. 1937 cropland for farms for which measurements are not available | Enter the figure from line 1, column K, Form SR-101, for every farm represented in column 5. |
| 7. Ratio of 1937 cotton acreage to cropland (non-measured farms) | Column 5 divided by column 6. |
| 8. Ratio relative of cotton percentages | Column 7 divided by column 2. |
| 9. 1937 non-measured acreage adjusted for over-statement | Column 5 adjusted (in line with indications in columns 3 and 8). |
| 10. | Leave blank pending further instructions. |
| 11. Indicated 1937 acreage | Column 4 plus column 9. |
| 12. 1937 cotton acreage | Enter the figure for the county shown on the tabulation transmitted from the Southern Division. |

| Column number and heading | Source of information |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13. Ratio of indicated 1937 acreage to 1937 cotton acreage | Column 11 divided by column 12, rounded to the nearest tenth of one percent. |
| 14. 1937 acreage difference | Enter the difference between column 11 and column 12 if column 11 is greater than column 12. |
| 15. Additional acreage allotment | Enter the amount derived in prorating the 4 percent reserve remaining after paragraphs (1) and (2) of subsection (g), Section 344 of the Agricultural Adjustment Act of 1938, as amended, are provided for. |
| 16. 1937 acreage difference adjusted | See instructions below. |

The figure to be entered in columns 4, 5, and 6 must be secured from the counties. County offices should be instructed, therefore, to obtain a total (which the State office will show in column 4) of the 1937 measured cotton acreage for all farms for which measurements have been made. It is essential that only measured cotton acreage be included in the entry for column 4. This can be determined in most counties by referring to the cropland figure in line 1, column M, of the work sheets executed for participating farms in 1937. Where the letter "E" has been entered the 1937 crop acreages and cropland were not measured. If however, non-measurements in 1937 were not so indicated by the county office, reference should be made to the farm map or the report of performance.

To secure the entries for columns 5 and 6 it will be necessary for the county office to make a tabulation of the 1937 reported cotton acreage and the acreage of cropland for all farms for which 1937 measurements have not been made; such data should be taken from the work sheet as indicated above. In listing such data necessary columns shall be added to the county tabulation sheet to provide for adjustments which may be necessary after the 1937 reported cotton acreage for non-measured farms has been analyzed in the State office. The data in columns 5 and 6 must represent the same farms.

It is very important that the 1937 cotton acreage for every farm on which cotton was planted in 1937 be included in either column 4 or column 5.

In computing column 9 the over-statement ratios as shown in column 3 should be reviewed, especially with respect to the amount

of non-signer acreage on which each ratio was based and also with respect to the relationship between such ratios for adjoining counties. The over-statement ratio for any county will not be used if it is less than 100 percent. Special consideration should also be given to the ratio relative in column 8. If this figure exceeds 100 it is very probable the reported cotton acreage has been over-stated. It may be necessary in some instances to smooth out these ratios and the ratio relatives between counties in order to approximate the facts.

The county committee shall be notified of the adjusted 1937 acreage for farms for which 1937 measurements were not available, and instructed to reduce the reported cotton acreage for such farms in order to eliminate the excess acreage, if any. In eliminating such excess, consideration shall be given any records of actual 1937 acreage available for the farm, gin records, or other information which may indicate the actual acreage. If all the excess is not eliminated by individual farm adjustments, any excess remaining may be eliminated pro rata for all farms for which 1937 measurements were not available. The adjusted reported acreage is to be entered in Table 1 of the work sheet in the column headed "Total", which is a subdivision of the column headed "Year", on the line labeled "1931" which should be changed to read "Adjusted".

When the total 1937 acreage for "non-measurement" farms has been adjusted in line with measurements for 1937 applicants as outlined above, the county committee shall forward the tabulation of such data to the State office for review and approval if found to be correct.

If any acreage is available in the 4-percent State reserve after the requirements of paragraphs (1) and (2), subsection (d), Section 104, Cotton 207 have been met, part or all of such acreage will be allotted in accordance with the following procedure:

- (1). Correct the 1937 planted plus diverted acreage for each county for which column 11 of the tabulation provided in this section III is in excess of column 12 by adding the 1937 diverted acres used in computing the original county acreage allotment to column 11.

- (2). Multiply item 1 by 60 percent.

- (3). Correct the 1933 to 1937 average planted plus diverted acreage for each county for which column 11 is in excess of column 12, using column 11 in lieu of column 12.

- (4). Multiply item 3 by the State factor used to determine county allotments under Section 103(a) of Cotton 207.

- (5). Obtain the sum of item 2 or item 4 for each county, whichever is the larger.

- (6). Add the available reserve to the original county acreage allotment for counties for which column 11 exceeds column 12.

(7). If item 6 exceeds item 5, enter the excess of item 5 over the original county allotment for each county in column 15. This amount will be added to the original county allotment.

(8). If item 5 exceeds item 6, subtract the total of item 6 from the total of item 5 for all counties.

(9). Subtract the original county acreage allotment from the larger of item 2 or item 4 above.

(10). Divide the result obtained under item 9 by the original county acreage allotment.

(11). Multiply the smaller of (1) .05 or (2) the fraction obtained under item 10 by the original county acreage allotment.

(12). If the amount obtained under item 11 does not equal the amount obtained under item 8, vary the fraction .05 used under item 11 until the total of item 11 equals the total of item 8.

(13). Deduct the fraction finally used in item 11 from the fraction obtained under item 10 for each county and multiply the resulting fraction by the original county acreage allotment. This amount should be entered in column 15 for each county and added to the original county acreage allotment.

Sec. 12. Determination of 50 Percent Minimum Acreage Allotment. - After the allotments have been made to a county, including the 4 percent State reserve, the allotment to any farm for which the present allotment is less than 50 percent of the sum of (1) the cotton acreage determined by the county committee to have been planted in 1937 and (2) the acreage diverted in connection with the 1937 Agricultural Conservation Program will be increased to 50 percent of such sum; provided that the increased allotment does not exceed 40 percent of the acreage in the farm which is tilled annually or in regular rotation. In increasing the allotment the State office may follow either of the two procedures outlined below in regard to executing Form ACP-58 in any county in the State.

First procedure: Columns 13, 14, 15, and 16 will be used as follows:

| Column number and heading | Source of information |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13. Minimum acreage allotment | Enter the smaller of the following: (1) one-half of the acreage shown in column 14 or (2) 40 percent of the acreage tilled annually or in regular rotation as shown on the work sheet in the margin of line 12 extended. |
| 14. Total 1937 planted plus diverted acreage | Enter the total of column 15 plus column 16. |
| 15. 1937 diverted acreage for payment | Enter the 1937 diverted acreage as shown in Table 1 of the work sheet. |
| 16. 1937 measured or adjusted cotton acreage | Enter from Table 1 of the work sheet the 1937 measured cotton acreage or the 1937 reported cotton acreage adjusted, as shown in the line labeled "Adjusted", whichever is applicable. <u>1/</u> |

The final allotment will be the figure in column 12 or column 13, whichever is the larger. If the entry in column 13 exceeds the entry in column 12, the entry in column 12 is to be lined out, using a red pencil, leaving the figure legible, and the entry in column 13 should be encircled, again using a red pencil. Totals of entries in all columns should be entered in the line provided for total, and subtotals of the entries lined out or encircled in red, as the case may be, in columns 12 and 13 should be entered below the respective columns in the margin and encircled, again using a red pencil.

Second procedure: Columns 16, 17, 18, 19, and 20 will be used as follows:

| Column number and heading | Source of information |
|-----------------------------|--------------------------------------------------------|
| 14 and 15. | Leave blank pending instructions. |
| 16. Final acreage allotment | Column 11 (readjusted where necessary) plus column 13. |

1/ The total of column 16 must not exceed the acreage determined in accordance with section 11 of this Part I to have been planted to cotton in 1937 in each county.

| Column number and heading | Source of information |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17. Minimum acreage allotment | Enter the smaller of the following: (1) one-half of the acreage shown in column 18, or (2) 40 percent of the acreage tilled annually or in regular rotation, as shown on the work sheet in the margin of line 12 extended. |
| 18. Total 1937 planted plus diverted acreage | Enter the total of column 19 plus column 20. |
| 19. 1937 diverted acreage for payment | Enter the 1937 diverted acreage as shown in Table 1 of the work sheet. |
| 20. 1937 measured or adjusted cotton acreage | Enter from Table 1 of the work sheet the 1937 measured cotton acreage, or the 1937 reported cotton acreage adjusted as shown in the line labeled "Adjusted", whichever is applicable. <u>1/</u> |

The final allotment will be the figure in column 16 or column 17, whichever is the larger. If the entry in column 17 exceeds the entry in column 16, the entry in column 16 is to be lined out, using a red pencil, leaving the figure legible, and the entry in column 17 should be encircled, again using a red pencil. Totals of entries in all columns should be entered in the line provided for total, and sub-totals of the entries lined out or encircled in red, as the case may be, in columns 16 and 17 should be entered below the respective columns in the margin and encircled, again using a red pencil.

Sec. 13. Accounting For 4 Percent State Reserve And The Increase In Allotments Resulting From the Application Of The 50 Percent Minimum. - The State office should keep an accurate record of the county totals of the following items:

| Column number and heading | Source of information |
|-----------------------------------|---------------------------------------------------------------------------------------|
| 1. County acreage allotment | Allotment item 1 |
| 2. County allotment to 1(A) farms | Column 12 or 16 ^{2/} , whichever is applicable, of Form ACP-58 for 1-A farms |

1/ The total of column 20 must not exceed the acreage determined in accordance with section 11 of this Part I to have been planted to cotton in 1937 in each county.

2/ Grand total including figures lined out with a red pencil.

| Column number and heading | Source of information |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| 3. County allotment to 1(B) farms | Column 6, Form ACP-58 for 1(B) farms |
| 4. County allotment for both 1(A) and 1(B) farms | Total of columns 2 plus 3 |
| 5. Excess acreage allotted over county acreage allotment | Column 4 minus column 1 |
| 6. Additional acreage used to adjust county acreage allotment | Column 15, section 11 of this part I |
| 7. Amount of 4 percent reserve allotted | Column 5 plus column 6 |
| 8. Acreage required for 50 percent minimum acreage allotment | Subtotal column 13 minus subtotal column 12, or subtotal column 17 minus subtotal column 16, whichever is applicable |
| 9. Total acreage allotted to county | Column 4 plus column 8 |
| 10. | Leave blank pending instructions |
| 11. | Leave blank pending instructions |
| 12. | Leave blank pending instructions |
| 13. | Leave blank pending instructions |
| 14. | Leave blank pending instructions |
| 15. | Leave blank pending instructions |
| 16. | Leave blank pending instructions |

The above tabulation should be kept in a ledger in which counties are shown by crop-reporting districts. The total of column 7 for all counties in a State must not exceed the 4 percent State reserve.

Sec. 14. Determining Allotments For Group C-2 Farms. - The State office shall fill out columns 6 through 12 of Form ACP-58 for Group C-2 farms in accordance with the following instructions:

| Column number and heading | Source of information |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. Acreage allotment recommended by county committee | Enter the 1938 cotton acreage allotment recommended by the county committee as shown in the column headed "Acreage" on the last line of Table 1 of the work sheet. |
| 7. Adjusted tilled acreage times final county factor | The final factor used in determining cotton acreage allotments for Group 1-A farms in the county should be entered in the applicable space at the heading of column 7. Enter in column 7 the result of the figure in column 5 multiplied by such factor. |
| 8. Community committee's recommendation of 1938 acreage allotment | Enter the community committee recommendation for the 1938 cotton acreage allotment from Table 1 of the work sheet. |
| 9. 1938 intended cotton acreage as reported by operator | Enter the operator's intended 1938 acreage as shown in Table 1 of the work sheet. |
| 10. | Leave blank pending further instructions. |
| 11. Indicated 1938 farm acreage allotments of less than 5 acres | If the figure shown in column 6 is less than 5 acres, enter in column 11 such figure, shown in column 6. |
| 12. Indicated farm cotton acreage allotments of 5 acres or more | For farms for which an entry is not made in column 11, enter the figure shown in column 6 or the figure shown in column 7, whichever is smaller, but not less than 5 acres. |

Columns 6 through 9 should be executed and summarized by counties for all Group C-2 farms in the State before any data are entered in columns 11 and 12. The State committee should then review the county totals of such columns as well as the data for individual farms. If it is found that the county committee recommendations in any county have not been made on an equitable basis as compared with committee recommendations in other counties, such committee should be instructed to review its recommendations of acreage allotments for Group C-2 farms in that county. Generally, the committee's recommendations will need to be revised downward; however, in a few instances the committee's recommendations may need to be revised upward.

In counties where revisions are made in the committee's recommendations, the revised recommendations should be entered on the work sheet in ink, directly above the original recommendations, which should be stricken out but left legible. The revised recommendation must be initialed by one member of the county committee. When the work sheets are returned to the State office, the revised committee recommendations should be entered on the top part of the applicable lines on Form ACP-58, and the figure for the lower part of the line should be stricken out. The recommended acreage allotments as revised should then be summarized and reviewed to determine whether or not they are on a comparable basis with the acreage allotments recommended by committees for Group C-2 farms in other counties.

When the data with respect to all Group C-2 farms in the county have been tabulated on Form ACP-58, columns 5, 6, 7, 8, 9, 11, and 12 shall be summarized by pages. A county summary shall then be prepared on a separate Form ACP-58, showing the number of work sheets listed on each page, the number of work sheets for which a figure was entered in column 11 and the number of work sheets for which a figure was entered in column 12, as well as the page totals for columns 5 through 12, inclusive. The totals of Group C-2 farms for the above columns will then be ascertained for all such farms in the county. As the county summaries of Group C-2 farms are completed, county totals shall be entered on a State summary showing the counties by crop-reporting districts.

When the State summary has been completed, the total of column 11 shall be added to the total of column 12 and the resulting sum compared with the State reserve for new growers, Group C-2 cotton farms. If such sum is less than the State reserve for Group C-2 cotton farms, Forms ACP-58 for such farms may be returned to the respective counties and the operators listed on such Forms ACP-58 may be notified of their 1938 cotton acreage allotments as shown in column 11 or column 12, whichever is applicable.

If the sum of column 11 plus column 12 for the State, however, exceeds the State reserve for Group C-2 cotton farms, it will be necessary to adjust the acreages shown in column 12 (and in column 11, if necessary) to eliminate the excess. Such adjustment will be made as follows:

On the State summary of Forms ACP-58 for Group C-2 cotton farms enter as allotment item 1 the State reserve for 1938 new growers. As allotment item 2 enter the State total of column 11. As allotment item 3 enter the difference between item 1 minus item 2. As allotment item 4 enter the acreage derived by multiplying the number of farms for which a figure is shown in column 12 by 5 acres. As allotment item 5 enter the difference between item 3 minus item 4. In the space to the right of item 1 enter the State total of columns 11 plus 12; and to the right of item 3 enter the difference between such total and the figure in item 2.

If allotment item 4 above is greater than allotment item 3, the sum of allotment item 2 plus allotment item 4 should be divided into allotment item 1 (State reserve for Group C-2 farms). The resulting ratio should be carried to four places beyond the decimal point and entered at the top of the listing sheet under the word "Group", as the "State Group C-2 Ratio." Such ratio should then be multiplied by the figures in column 11, or if there is not an entry in column 11, such ratio should be multiplied by 5 acres for all other Group C-2 farms and the resulting products entered in column 13 on the respective lines. The figures in column 13 should then be summarized. The total of column 13 should not exceed the State reserve for new growers as shown in allotment item 1. If such is the case, the figures in column 13 will be the final acreage allotment for Group C-2 farms.

If the figure in allotment item 4 is less than the figure in allotment item 3, divide 95 percent of the figure in item 3 by the figure to the right of such item and enter the resulting ratio, carried to four places beyond the decimal point, at the top of the listing sheet under the word "Group" as the "first ratio for column 12." Then divide the first ratio into 5 to determine the first acreage breaking point for such ratio. The first acreage breaking point should be entered to the right of the first ratio. For each figure in column 12 which is the same as, or less than, the first acreage breaking point, enter the figure five on the corresponding line in column 13, at the same time encircling the corresponding figure in column 12. Summarize the encircled figures in column 12 and multiply such total by the first ratio; then deduct the resulting product from an acreage derived by multiplying the number of such encircled figures times five acres; the resulting difference should then be deducted from 95 percent of allotment item 3. Such adjustment of item 3 should then be divided by the original total of column 12 (which is shown to the right of item 3) to determine the "second ratio for column 12", which will be smaller than the first ratio.

If the second ratio is more than 95 percent of the first ratio, the first ratio should be applied to the entries in column 12 which are not encircled. The resulting products should be entered in column 13. Column 13 should then be summarized. The total of column 13 must not exceed the figure entered as allotment item 3. If such is the case, the figures in column 13 shall be the final allotments for those Group C-2 farms.

If the second ratio, however, is less than 95 percent of the first ratio, determine the second acreage breaking point. For the entries in column 12 that have not already been encircled which are the same as, or less than, the second acreage breaking point enter the figure 5 in the

corresponding line in column 13 and encircle the corresponding figure in column 12. Then compute the "third ratio for column 12" in the same manner as the second ratio was computed.

If the third ratio is more than 95 percent of the second ratio, the second ratio should be applied to the entries in column 12 which are not encircled, entering the resulting products in column 13. The total of column 13 should then be ascertained and if found to be not greater than the figure entered in allotment item 3 the entries in column 13 will be the final acreage allotment for those Group C-2 farms.

If it is necessary to adjust the acreage allotment as entered in column 12 to eliminate any excess of the State total of columns 11 plus 12 over the State reserve for Group C-2 farms, it is not anticipated that more than three adjustment ratios will be required. If more ratios are required, however, they should be computed in the same manner as the second and third ratios as outlined above until the last ratio is more than 95 percent of the preceding ratio.

When it has been determined that the total of the adjusted acreage allotments, as entered in column 13, does not exceed allotment item 3, farm operators may be notified of their acreage allotments as shown in column 11 or 13.

Sec. 15. Approval of Normal Yields and Establishment of Minimum Farm Marketing Quotas.- When the Form ACP-58a has been received from the county office, the State office should check the entries in column 2 against the acreage allotment established for the farm and column 3 against the county committee's recommendation of the normal yield as entered in Table 1 on the back of the work sheet. If adjustments in the yield have been made in other columns on Form ACP-58a, such yield as finally adjusted should be checked instead of the preliminary recommendation. The normal production of the acreage allotment should be checked by multiplying the normal yield for each farm by the acreage allotment for the farm. Corrections, if necessary, should be made by drawing a line through the incorrect entry and writing the correct figure immediately above, using a red pencil. The total acreage allotment and the normal production of the acreage allotment for each county should be verified.

In cases where there is a difference in the yield as entered on the work sheet and the yield as entered on Form ACP-58, careful consideration should be given as to which may be correct. The correct normal yield for the farm will probably be the yield which more nearly conforms to the average yield for the farm. If there is any doubt as to which figure is correct, the county office should be contacted.

The weighted average normal yield for all farms in the county must not exceed the normal yield established for the county. When the yields and minimum farm marketing quotas have been approved, the

county office should be notified in order that producers may be notified.

C. MISCELLANEOUS PROVISIONS

Sec. 16. Procedure for Establishing Administrative Areas.- Working with representatives of the Extension Service and others who are familiar with local conditions, the counties should be determined in which it is believed that administrative areas may be necessary. For any of such counties for which Forms SR-108 or SR-113 are available in the State office, the following tabulation should be made by communities as indicated by the letter A, B, etc., shown in the reference to a Bankhead application in Section III of the work sheet:

- (1) 1937 work sheet serial number.
- (2) Leave sufficient space for entering operator's name later, if necessary.
- (3) 1937 measured cropland.
- (4) 1937 cotton base acreage.
- (5) Leave sufficient space for entering the ratio of 1937 cotton base acreage to 1937 cropland (column 4 divided by column 3), to be computed later, if necessary.

If it is believed that the communities used in connection with the Bankhead Act in 1935 do not divide the county into different areas with respect to soil types and type of farming, then the county office should be instructed to segregate the 1937 work sheets into areas which are not similar with respect to soil types and type of farming. The county office should also be instructed to tabulate the data outlined above, except that columns 2 and 5 need not be executed at this time. It is estimated that these data can be secured and listed by two persons in two days for an average county.

When the above tabulation has been completed the State office should compute the weighted average ratio of the 1937 cotton base acreage to the 1937 cropland for each community or area as the case may be.

The ratio of the 1938 cotton acreage allotment to the 1937 tilled acreage, excluding wheat, rice, and tobacco for market, should be estimated for the county. The tilled acreage to be used in determining such factor will not be difficult to estimate in strictly cotton counties. In such counties, the final 1937 measured cropland should be reduced by the acreage of cropland on work sheets classified in Group T (less the acreage of cropland on Group T work sheets for which cotton was shown for 1935 or 1936). The resulting figure should be the cropland for farms for which a work sheet was executed

in 1937 and for which a cotton acreage allotment will be established for 1938. Such cropland figure should be raised to 100 percent for the county based on the ratio of measured cropland for all 1937 work sheets to the cropland for the county as reported by the 1929 or 1934 Census, whichever is the greater.

The estimated cropland on cotton farms raised to 100 percent for the county should then be compared with the cropland reported on Forms DC-16 and DC-17, as shown in line 4, column D, of Form SR-104e. If there is considerable variation between these two figures, a cropland acreage figure for all cotton farms in the county should be adopted. In adopting such acreage, consideration should be given to the ratio of cropland on work sheets to the cropland on Forms DC-16 and DC-17 from the identical sample made in connection with the 1937 analysis as shown by the ratio in line 6 (c), column D, of Form SR-104e and, also, the ratio of final 1937 measured cropland in line 4, column D, to the preliminary 1937 cropland in line 3, column D, Form SR-104e.

For other than strictly "cotton" counties the estimated normal acreage of wheat, rice, or tobacco, produced for market, and the acreage of orchards and vineyards, if any, should be excluded from the cropland in estimating the factor of the 1938 cotton acreage allotment to the tilled acreage adjusted for the county.

When the estimated factor has been determined, it should be compared with the weighted average ratio of the 1937 cotton base acreage to the 1937 cropland for each community or area in the county. This comparison should reveal the communities or areas which are in considerable variance from the cotton acreage allotment factor for the county. It may be found that the ratio of cotton base to cropland for some communities will be materially higher than the estimated cotton acreage allotment factor; in which case a considerable reduction would be indicated in the 1938 cotton acreage allotment from the 1937 cotton base acreage for farms in such communities or areas. In the same county, it may be found that the ratio of cotton base to cropland for other communities or areas may be about the same, or only slightly in excess of the cotton acreage allotment factor for the county; in which case only a slight reduction, if any, in the 1938 cotton acreage allotment from the 1937 base would be indicated for farms in such communities or areas. After examining these data very carefully, the county will be put into one of the following groups: (1) those in which administrative areas are not necessary, (2) those in which administrative areas are necessary, and (3) those in which it is further questionable that administrative areas are necessary for the county.

If it is determined that administrative areas are necessary for the county, a soils map and a plat ownership map, if available, for the county should be obtained. The names of all operators for which a 1937 work sheet was executed should be entered in column 2, and column 5 should be computed for each farm shown on the tabulation referred to above; and with the aid of the county agent, county

committeemen, or others, as are necessary, the boundary line of each administrative area should be outlined on a map of the county.

When the boundary lines of the administrative areas have been determined, the county office should make a separate tabulation for each area showing the serial number of every 1937 work sheet, the sum of the 1937 planted plus diverted acreage for each farm participating in the 1937 program and the 1937 planted acreage, adjusted if necessary, for each farm that did not participate in the 1937 program. This information is to be secured from Table 1 of the work sheet. These data should then be summarized for each area and for the county; and the acreage for each area divided by the total of such acreage for the county will be the percentage to be used in apportioning the 1938 county cotton acreage allotment to each administrative area in the county. If it is determined that the 1937 planted plus diverted acreage for 1937 participants and the planted acreage for non-participants is not an equitable basis for apportioning the 1937 county cotton acreage allotment, the Southern Division of the Agricultural Adjustment Administration should be asked for further instructions.

For counties for which it is further questionable that administrative areas are necessary, an additional study should be made. Such study may be as follows provided that Forms SR-110 have been computed for approximately 75 percent of the farms participating in the 1937 program in the county.

Forms SR-104, for Groups N, O, R, and S, should be separated from the listing sheets for the county and an attachment clipped on each sheet after column 24. The attachment can be made from a small strip cut from blank Forms SR-104. Each strip should be wide enough to provide for four (4) columns for data with at least four (4) figures for each column. The columns on such attachment sheets should be numbered 25a, 26a, 27a, and 28a.

The Forms SR-110a, along with all work sheets for farms classified in Groups N, O, R, and S, should be separated from the county files in the State office. Such work sheets and Forms SR-110a should be arranged in numerical sequence according to the order in which work sheets were tabulated in Groups N, O, R, and S. Any work sheet for which a Form SR-110a is not available or any 110a which represents data on two or more work sheets should be omitted from the group for which additional data will be tabulated. After the work sheets and Forms SR-110a are arranged in numerical sequence according to the pages of the listing sheet on which the data for such work sheets were tabulated, the planted acreage plus the diverted acreage for 1937, as shown on lines 4 and 6, respectively, of column D of Form SR-110a, should be tabulated in column 25a of the attachment clipped to each page of the listing sheet for Groups N, O, R, and S. The estimated acreage allotment factor determined for the county should then be multiplied by the measured cropland acreage as shown in column 6 for each line for which an entry was made in column 25a of the attachment sheet. The product should be entered in column

26a. In column 27a enter the smaller of the two figures shown in columns 25a and 26a. In column 28a show the percentage which the figure in column 27a is of the cotton base acreage for the farm as shown in column 24. Such percentage should be rounded to the nearest whole percentage.

When the above tabulation is made for work sheets represented in Groups N, O, R, and S, a frequency distribution should be made associating the size of each base acreage shown in column 24 with the percentage for the respective work sheet shown in column 28a. The frequency tabulation should be set up showing class intervals of base acreages down the left-hand side of a tabulation sheet, and the class intervals of percentages across the top of the tabulation sheet. It is likely that a class interval of five percent, in the series of percentages which the indicated 1938 allotment for farms is of the 1937 base for the respective farms, will be satisfactory for all counties except that in some cases, where the estimated factor for the county is unusually small, it may be desirable to extend the five percent interval of classes below 35 percent.

When the frequency table is set up a count should be made of the data in column 24 and column 28a. This may be done by one clerk reading down the page calling the base acreage shown in column 24 and the respective percentage shown in column 28a for each work sheet while another clerk finds the class in which such base acreage falls in the horizontal axis of the frequency table and enters a small mark opposite such base acreage in the column under the class in which the percentage falls in the vertical axis. For farms for which the 1937 base acreage is 200 acres or more, the base should be tabulated at the bottom of the frequency table directly below the class in which the percentage in column 28a falls to aid in summarizing such data, as will be seen later. These counts should be made in blocks of five to aid in summarizing the frequency table.

When all work sheets for which entries are shown in column 28a have been entered in the frequency table, such table should be summarized according to each class on the vertical axis and on the horizontal axis of the frequency table. That is, the number of counts entered in each class of base acreages across the frequency table will be entered in a column headed "Total" on the right of the sheet, and the number for each class of percentages will be entered at the bottom of the frequency table directly under such class on a line labeled "Total". The number of items summarized across the bottom and down the right-hand side are the same. Such total should be entered on the "Total" line at the bottom of the column headed "Total" on the right of the frequency table. The number of items by classes across the bottom and down the right-hand side should be divided by the total number of items shown at the bottom on the right-hand side of the frequency table to determine the percentage distribution of the total number of work sheets included in the N, O, R, and S sample.

In the left-hand margin of the frequency table the mid-point of each class interval of base acreages should be entered opposite each class. For instance, the mid-point of the class from 50 to 59.9 is 55 acres. The mid-point of each class, except the class interval of base acreage from 200 up, should be multiplied by the number of items in such class for each column of percentages shown at the top of the frequency table. The base acreage in the class interval from 200 up can be summarized from the base acreages tabulated for each class of percentages. Such estimated base acreages for each class can be accumulated on a calculating machine and the total entered at the bottom of each group of percentages. When the base acreage is estimated for each class of percentages, a summary should be made and the total entered at the bottom on the right-hand side under the total number of work sheets included in the frequency table. The total base acreage, for each class of percentages, shown across the bottom of the frequency table should be divided by the total of all base acreages estimated for the frequency table as shown at the bottom on the right side. The total of such percentages should add to 100 percent.

The above data should be charted on graph paper, as an aid in determining whether or not administrative areas are necessary for the county. On the vertical axis is shown the percentage reduction from the 1937 base acreage which is determined by subtracting the mid-point of each class interval of percentages shown across the top of the frequency table from 100 percent. On the horizontal axis is shown the percentage of operators included in the sample of data from Groups N, O, R, and S. The percentages shown at the top of each bar show the percentage of the base acreage represented by the operators classed in each group of percentages shown across the top of the frequency table. The percentage of the base acreage represented by the operators in each class of percentages shown across the top of the frequency table will be taken from the fourth line of figures across the bottom of the frequency table.

When these data have been charted, it will be rather easy to observe the variation in the percentage reduction in the indicated 1938 cotton acreage allotment from the 1937 base acreage, as well as the percentage of operators and the percentage of base acreage affected. Counties in each State in which similar conditions appear to exist as indicated by a similar study should proceed with determining boundary lines of administrative areas on county maps as outlined above for those counties in which it is definitely apparent that administrative areas are necessary.

Soc. 17. Apportioning Among Farms Any Unused Cotton Acreage.- Before computing the allotments for farms in accordance with this subsection, it will be necessary to have a report from each county relative to the release of any unused cotton acreage allotted to farms in each such county. When the tabulations have been received from the county office, the 1938 cotton acreage allotment for each farm for which the allotment is to be decreased should be verified.

If found to be in error, a line should be drawn through the incorrect entry and the correct allotment entered immediately above, using a red pencil. Since measurements have not been made of the actual acreage of cotton for 1938 it will be necessary to use the estimate of the operator as a basis for determining the 1938 planted cotton acreage. To allow for a reasonable amount of error in judgment on the part of the operator in stating his acreage, the acreage to be considered as the estimated planted acreage for the purpose of this subsection shall be 25 percent in excess of the acreage as reported by the operator. The amount of acreage to be released should be compared with the excess of the present allotment for the farm over the estimated acreage planted on the farm in 1938. If the amount of the allotment which the farmer indicated was to be released is larger than such excess, the State office may wish to refer such cases to the county office for review.

If the total acreage released in a State is sufficient to provide a minimum farm ratio of 55 or more for all eligible farms in the State, the total acreage released shall be apportioned in accordance with the instructions contained below. If the total acreage released in a State is not sufficient to provide for a ratio of 55, an acreage shall be available in each county equal to the smallest of (1) an amount necessary to provide a farm ratio of 55 for such county, (2) 200 acres or 1 percent of the total acreage allotted to such county, whichever is the larger, or (3) the acreage released in such county; and the remainder of such acreage released in a State shall be made available for use in correcting errors and for allotments to farms not included in the original computations, so as to give equal treatment to both types of cases. However, if the unused acreage available for distribution is insufficient to permit a practical apportionment (that is, is insufficient to provide a minimum farm ratio of 52.5) or if an apportionment cannot be made among farms prior to the date on which the planting of cotton has been completed on most of the cotton farms in the State, the entire acreage in the State may be similarly used for correcting errors and for allotments to farms not included in the original computations. If the acreage available is not sufficient for all such corrections in the State, there shall first be made available in each county an acreage equal to the smaller of (2) or (3) above, which shall be used pro rata in the county in making such corrections, and any remainder shall be used on a State-wide basis in making similar corrections so that the corrections made give uniform treatment in all cotton-producing counties in the State by bringing the allotments for all farms for which such corrections are made up to the same percentage of the correct farm acreage allotment for the farm.

There are two procedures outlined below for making the apportionments. Each State office should select one of these to follow. Whichever procedure is adopted shall be used for all cotton-producing counties in a State. Either procedure is applicable for use in making apportionments for all eligible farms in a county or in a State. The apportionment to any eligible farm may be withheld upon the execution of a written statement by the operator of such farm that such additional apportionment is not desired for the year 1938.

(a) Procedure number 1.- In order to determine the farms for which cotton acreage allotments should be adjusted upward, the State office should compute the ratio of the final cotton acreage allotment to the 1937 planted plus diverted acreage for each farm for which a diverted acreage figure is shown in column 15 or column 19 of Form ACP-58, and for which no part of the cotton acreage allotment has been released. Such ratio shall be hereinafter referred to as the "farm ratio". In some counties the final cotton acreage allotment is entered in column 12 of Form ACP-58 while in other counties such figure is entered in column 16, except where the allotment was increased pursuant to Section 344, subsection (h), of the Act, in which case the final acreage allotment is the encircled figure in column 13 or 17. The 1937 planted plus diverted acreage is entered in column 14 for counties for which the final allotments are shown in column 12 and is entered in column 18 for counties for which the final acreage allotments are shown in column 16. The farm ratio of final acreage allotment to the 1937 planted plus diverted acreage should be rounded to the nearest thousandth and entered on the applicable line for the respective farm in the right margin of Form ACP-58.

In counties in which the final factor is 40 percent or more and in which relatively little wheat, rice, tobacco, or sugarcane for sugar acreage was deducted from the tilled acreage in determining cotton allotments, farm ratios should be computed only for farms for which the cotton acreage allotment is less than 40 percent of the tilled acreage as shown on the work sheet in line 12 extended. There will be a relatively small number of farms eligible to receive an increase in allotments in such counties.

All farms previously receiving an increase in allotment under Section 344(h) of the Act, except those limited by 40 percent of the tilled acreage in the farm, should be considered as having a farm ratio of .500. Ratios for farms receiving allotments under Section 344(h) need not be computed. To identify those farms limited by 40 percent of the tilled acreage, it will only be necessary to determine that the encircled final allotment is more than five-tenths of an acre less than one-half of the 1937 planted plus diverted acreage rounded for the farm and then for all other such farms enter .500 in the right margin of Form ACP-58.

(1) Determining the weighted average ratio for farms with farm ratios less than .700 but not less than .500.- On columnar tabulating paper set up columns showing a range of ratios, using a class interval of .020. The ratio range should extend from .500 to .700. For example, the ratio range will be as follows:

| | |
|------------|-------------------|
| Column 1 - | .500 through .519 |
| 2 - | .520 through .539 |
| 3 - | .540 through .559 |
| 4 - | .560 through .579 |
| 5 - | .580 through .599 |
| 6 - | .600 through .619 |
| 7 - | .620 through .639 |
| 8 - | .640 through .659 |
| 9 - | .660 through .679 |
| 10 - | .680 through .699 |

The final cotton acreage allotment as shown in column 12, 13, 16, or 17, whichever is applicable, shall be tabulated in the applicable column above as indicated by the farm ratio which is shown in the right margin of Form ACP-58; that is, the allotments to all farms with ratios from .500 to .519, inclusive, shall be tabulated in column 1. When the allotments for all farms for which the ratio is less than .700 but not less than .500 have been tabulated, a summary should be made by classes.

By dividing the total 1938 allotment represented in each class by the mid-point of the class, the 1937 planted plus diverted acreage can be estimated for all farms included in such class; however, such estimate for farms included in the first class (.500 - .519) should be determined by dividing the sum of the allotments for that class by .503. The weighted average ratio for the farms tabulated should be determined by dividing the total 1938 allotments for farms tabulated by the estimated planted plus diverted acreage for such farms.

(2) Determining the final minimum ratio of allotments to the 1937 planted plus diverted acreage.- The final minimum farm ratio, of course, will depend on the amount of unused cotton acreage and the data tabulated and estimated as outlined above for the farms represented in the tabulation. The final minimum ratio can be determined mathematically in one or more approximations or through trial and error by a careful inspection of the data. In either case, a summary of the data by classes should be made as follows: On line 1 of a summary sheet show the column headings and midpoints of the classes, except for the first class, for which .503 will be used. On line 2 show the total 1938 allotment for each class. On line 3 show the cumulative total of allotment by classes. Leave line 4 blank. On line 5 show the estimated 1937 planted plus diverted acreage by classes. On line 6 show the cumulative totals of 1937 planted plus diverted acreage by classes. Leave line 7 blank.

a. Trial and error method.- In determining the minimum farm ratio by the trial and error method, multiply the cumulative total 1937 planted plus diverted acreage for the class in which the

weighted average ratio falls by the midpoint of that class. Then deduct from the resulting product the cumulative total of allotments for that class, as shown in line 2, and compare the difference with the unused acreage. If the difference computed above is less than 100 percent or more than 102 percent of the unused acreage, the same computation should be made for the next succeeding or next preceding class, respectively, of the ratio range. This should be done until the product of the cumulative total 1937 planted plus diverted acreage for a class, multiplied by the midpoint or some other value for that class, is in excess of the cumulative allotment for that class plus the unused acreage but not more than 102 percent of the unused acreage in excess of such amount. In most instances it will be necessary to adopt a minimum farm ratio other than the midpoint of a particular class. This can be determined by a careful examination of the data, interpolating to any point between the upper and lower limit of the class. For example, if a ratio of .588 is desired, 40 percent $(.588 - .580 = .008 \div .20)$ of the 1938 allotment and 40 percent of the 1937 planted plus diverted acreage for the class .580 through .599 would be added to the cumulative total of the respective data for the next preceding class, or .560 through .79.

b. Mathematical procedure.- The minimum farm ratio can be determined mathematically as follows: Multiply the unused acreage by the square of the difference between the weighted average ratio for the farms tabulated and the lower limit of the ratio range, which is .500; divided the resulting figure by the acreage difference determined by multiplying the weighted average ratio by the cumulative total 1937 planted plus diverted acreage for all farms for which the ratio is below the weighted average ratio, and deduct from the resulting product the 1938 allotment for such farms; then extract the square root of the resulting quotient and add it to .500, the lower limit of the ratio range. The resulting ratio will be the weighted average ratio adjusted and should then be tested by multiplying it by the cumulative 1937 planted plus diverted acreage for farms for which the farm ratio is less than the weighted average ratio adjusted as outlined above. The 1937 planted plus diverted acreage for farms for which the farm ratio is less than the weighted average ratio adjusted can be estimated by adding

the acreage, estimated for the class in which the weighted average ratio adjusted falls, which is between the lower limit of such class and the weighted average ratio adjusted to the cumulative total 1937 planted plus diverted acreage for the preceding class. For example, if the weighted average ratio adjusted is .588, forty percent (.588 - .580 equals .008 ÷ .020 equals 40 percent) of the 1937 planted plus diverted acreage for the class .580 through .599 should be added to the cumulative total of the 1937 planted plus diverted acreage for the class .560 through .579. The weighted average ratio adjusted when multiplied by the estimated 1937 planted plus diverted acreage for farms for which the farm ratio is less than such weighted average ratio adjusted should result in an acreage approximating the 1938 acreage allotments for such farms (determined in the same manner as the 1937 planted plus diverted acreage was determined for the same farms as outlined above) plus the unused acreage. The above product should exceed the 1938 allotment to such farms, but should not exceed such figure by more than 102 percent of the unused acreage. If the excess is more than 102 percent, a second approximation should be made in the same manner as the first approximation, using the weighted average ratio as adjusted above in the formula rather than the weighted average ratio for all farms tabulated and using the acreage difference based on the weighted average ratio adjusted (times the estimated 1937 planted plus diverted acreage) for farms for which the farm ratio is less than the weighted average ratio adjusted, rather than the acreage difference based on the original weighted average ratio.

In no case will the farm ratio be increased to more than .667 irrespective of the amount of the unused acreage. If the amount of unused acreage available for apportionment in a county is in excess of the amount required to establish a farm ratio of .667, such excess shall revert to the State for distribution irrespective of the amount of the acreage ear-marked for the county.

(3) Test for effect of recaptured acreage.- The variation of 100 to 102 percent in the difference between the product of the minimum ratio, adopted as outlined above, multiplied by the planted plus diverted acreage for farms for which the farm ratio is less than such ratio minus the 1938 acreage allotment and the unused acreage for the same farms is suggested because of the fact that in applying the

minimum farm ratio a figure for some farms would result which would be in excess of 40 percent of the tilled acreage for the farm, whereas under the law the farm allotment must not exceed the 40-percent-of-tilled-acreage limit.

Before the minimum farm ratio is applied, Forms ACP-58 should be examined to estimate the acreage that will be recaptured because of the 40-percent-of-tilled-acreage limit, if such ratio were applied to all eligible farms. This can be done by applying the minimum farm ratio, which has been adopted, to the 1937 planted plus diverted acreage for every tenth farm which is eligible to receive an increase in the farm allotment from the unused acreage. In applying the minimum farm ratio for such sample farms, the difference between the new final acreage allotment and the previous final allotment should be tabulated in column 1 on a supplementary tabulation sheet. For each such farm the revised final acreage allotment should be compared with 40 percent of the tilled acreage for the farm, and if such revised final acreage allotment is in excess of 40 percent of the tilled land in the farm this difference should be tabulated in column 2 on the same line with the difference between the revised acreage allotment and the previous final acreage allotment. For this purpose it is suggested that the tilled acreage adjusted, as shown in column 5 of Form ACP-58, be used and counties in which the final factor used in making previous final allotments is more than 40 percent, and in which there was very little acreage of wheat, tobacco, rice, or sugarcane for sugar deducted from the tilled acreage, be omitted from consideration in the sample.

When the computations have been made for the above sample, the data for the two columns tabulated should be summarized and the acreage in the first column expressed as a percentage of the acreage in the first column minus 85 percent (safety factor) of the acreage in the second column. The resulting quotient should be expressed as a percentage and multiplied by the unused acreage. The resulting figure will be the estimated acreage that should be allotted based on the minimum farm ratio, tested as outlined above, in order to allot effectively an acreage equal to the unused acreage. These data should then be examined to determine whether or not the 100 to 102 percent variation mentioned above was sufficient or excessive and also to determine if the minimum farm ratio, as tested above, should be increased or reduced in order to allot effectively the unused acreage.

(4) Determining new final cotton acreage allotments.- When the minimum farm ratio has been determined, such ratio should be applied to the planted plus diverted acreage for the farms for which the farm ratio is less than the minimum ratio but not less than .500. The resulting products will be

the new indicated final acreage allotments for such farms and should be entered in column 17 for farms in counties in which the previous final allotment is shown in column 12, or in column 15 for counties in which the previous final allotment is shown in column 16.

When the new indicated final allotments have been determined for all eligible farms, as outlined above, such figure for each farm should be compared with 40 percent of the tilled acreage in the farm as shown in line 12 of the respective Form SR-101. If the new indicated final allotment exceeds 40 percent of the tilled acreage in the farm, a line should be drawn through such figure and 40 percent of the tilled acreage in the farm should be entered in the same space directly above such figure. The total of the new final acreage allotments for all farms receiving an increase from the unused acreage should be ascertained. It will be necessary to ascertain the total previous final allotments to farms for which a new final acreage allotment has been entered in column 15 or column 17. The total revised acreage allotments for farms receiving an increase from the unused acreage cannot exceed the previous final allotments for such farms by more than the amount of the unused acreage so added to their allotments. On the other hand, the total of the new final acreage allotments, as revised for such farms, should not be materially less than the previous final allotments to such farms plus the amount of the unused acreage so added to their allotments.

When the computations as outlined above have been made, the data should be carefully reviewed. Revised acreage allotments may be released to farms when approved by an authorized representative of the Southern Division.

(b) Procedure number 2.- To minimize the use of calculating machines, a computing chart should be prepared indicating the increase in farm acreage allotments required to provide minimum farm ratios of varying percentages of the 1937 planted and diverted acreage. The chart, which is in terms of 50 percent of the 1937 planted and diverted acreage, should be as follows:

One-half of
1937 plant-
ed and di-
verted acre-
age

Percent of one-half of 1937 planted and diverted
acreage

| | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 |
|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 10 | 10 | 10 | 10 | 10 | 11 | 11 | 11 | 11 | 11 |
| 11 | 11 | 11 | 11 | 12 | 12 | 12 | 12 | 12 | 12 |
| 12 | 12 | 12 | 12 | 13 | 13 | 13 | 13 | 13 | 13 |
| 13 | 13 | 13 | 14 | 14 | 14 | 14 | 14 | 14 | 14 |
| 14 | 14 | 14 | 15 | 15 | 15 | 15 | 15 | 15 | 15 |
| 15 | 15 | 15 | 16 | 16 | 16 | 16 | 16 | 16 | 16 |
| 16 | 16 | 16 | 17 | 17 | 17 | 17 | 17 | 17 | 18 |
| 17 | 17 | 17 | 18 | 18 | 18 | 18 | 18 | 18 | 19 |
| 18 | 18 | 18 | 19 | 19 | 19 | 19 | 19 | 20 | 20 |
| 19 | 19 | 19 | 20 | 20 | 20 | 20 | 20 | 21 | 21 |
| 20 | 20 | 21 | 21 | 21 | 21 | 21 | 22 | 22 | 22 |
| 21 | 21 | 22 | 22 | 22 | 22 | 22 | 23 | 23 | 23 |
| 22 | 22 | 23 | 23 | 23 | 23 | 23 | 24 | 24 | 24 |
| 23 | 23 | 24 | 24 | 24 | 24 | 25 | 25 | 25 | 25 |
| 24 | 24 | 25 | 25 | 25 | 25 | 26 | 26 | 26 | 26 |
| 25 | 25 | 26 | 26 | 26 | 26 | 27 | 27 | 27 | 27 |
| 26 | 26 | 27 | 27 | 27 | 27 | 28 | 28 | 28 | 29 |
| 27 | 27 | 28 | 28 | 28 | 29 | 29 | 29 | 29 | 30 |
| 28 | 28 | 29 | 29 | 29 | 30 | 30 | 30 | 30 | 31 |
| 29 | 29 | 30 | 30 | 30 | 31 | 31 | 31 | 32 | 32 |
| 30 | 31 | 31 | 31 | 31 | 32 | 32 | 32 | 33 | 33 |
| 31 | 32 | 32 | 32 | 32 | 33 | 33 | 33 | 34 | 34 |
| 32 | 33 | 33 | 33 | 34 | 34 | 34 | 34 | 35 | 35 |
| 33 | 34 | 34 | 34 | 35 | 35 | 35 | 36 | 36 | 36 |
| 34 | 35 | 35 | 35 | 36 | 36 | 36 | 37 | 37 | 37 |
| 35 | 36 | 36 | 36 | 37 | 37 | 37 | 38 | 38 | 38 |
| 36 | 37 | 37 | 37 | 38 | 38 | 38 | 39 | 39 | 40 |
| 37 | 38 | 38 | 38 | 39 | 39 | 39 | 40 | 40 | 41 |
| 38 | 39 | 39 | 39 | 40 | 40 | 41 | 41 | 41 | 42 |
| 39 | 40 | 40 | 40 | 41 | 41 | 42 | 42 | 42 | 43 |
| 40 | 41 | 41 | 42 | 42 | 42 | 43 | 43 | 44 | 44 |
| 41 | 42 | 42 | 43 | 43 | 43 | 44 | 44 | 45 | 45 |
| 42 | 43 | 43 | 44 | 44 | 44 | 45 | 45 | 46 | 46 |
| 43 | 44 | 44 | 45 | 45 | 45 | 46 | 46 | 47 | 47 |
| 44 | 45 | 45 | 46 | 46 | 47 | 47 | 47 | 48 | 48 |
| 45 | 46 | 46 | 47 | 47 | 48 | 48 | 49 | 49 | 49 |
| 46 | 47 | 47 | 48 | 48 | 49 | 49 | 50 | 50 | 51 |
| 47 | 48 | 48 | 49 | 49 | 50 | 50 | 51 | 51 | 52 |
| 48 | 49 | 49 | 50 | 50 | 51 | 51 | 52 | 52 | 53 |
| 49 | 50 | 50 | 51 | 51 | 52 | 52 | 53 | 53 | 54 |
| 50 | 51 | 51 | 52 | 52 | 53 | 53 | 54 | 54 | 55 |
| 51 | 52 | 52 | 53 | 53 | 54 | 54 | 55 | 55 | 56 |
| 52 | 53 | 53 | 54 | 55 | 55 | 56 | 56 | 57 | 57 |
| 53 | 54 | 54 | 55 | 56 | 56 | 57 | 57 | 58 | 58 |

| | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 54 | 55 | 56 | 56 | 57 | 57 | 58 | 58 | 59 | 59 |
| 55 | 56 | 57 | 57 | 58 | 58 | 59 | 59 | 60 | 60 |
| 56 | 57 | 58 | 58 | 59 | 59 | 60 | 60 | 61 | 62 |
| 57 | 58 | 59 | 59 | 60 | 60 | 61 | 61 | 62 | 63 |
| 58 | 59 | 60 | 60 | 61 | 61 | 62 | 63 | 63 | 64 |
| 59 | 60 | 61 | 61 | 62 | 62 | 63 | 64 | 64 | 65 |
| 60 | 61 | 62 | 62 | 63 | 64 | 64 | 65 | 65 | 66 |
| 61 | 62 | 63 | 63 | 64 | 65 | 65 | 66 | 66 | 67 |
| 62 | 63 | 64 | 64 | 65 | 66 | 66 | 67 | 67 | 68 |
| 63 | 64 | 65 | 65 | 66 | 67 | 67 | 68 | 69 | 69 |
| 64 | 65 | 66 | 66 | 67 | 68 | 68 | 69 | 70 | 70 |
| 65 | 66 | 67 | 68 | 68 | 69 | 69 | 70 | 71 | 71 |
| 66 | 67 | 68 | 69 | 69 | 70 | 71 | 71 | 72 | 73 |
| 67 | 68 | 69 | 70 | 70 | 71 | 72 | 72 | 73 | 74 |
| 68 | 69 | 70 | 71 | 71 | 72 | 73 | 73 | 74 | 75 |
| 69 | 70 | 71 | 72 | 72 | 73 | 74 | 74 | 75 | 76 |
| 70 | 71 | 72 | 73 | 73 | 74 | 75 | 75 | 76 | 77 |
| 71 | 72 | 73 | 74 | 74 | 75 | 76 | 77 | 77 | 78 |
| 72 | 73 | 74 | 75 | 75 | 76 | 77 | 78 | 78 | 79 |
| 73 | 74 | 75 | 76 | 77 | 77 | 78 | 79 | 79 | 80 |
| 74 | 75 | 76 | 77 | 78 | 78 | 79 | 81 | 81 | 81 |
| 75 | 76 | 77 | 78 | 79 | 79 | 80 | 82 | 82 | 82 |
| 76 | 77 | 78 | 79 | 80 | 80 | 81 | 83 | 83 | 84 |
| 77 | 78 | 79 | 80 | 81 | 82 | 82 | 84 | 84 | 85 |
| 78 | 79 | 80 | 81 | 82 | 83 | 83 | 85 | 85 | 86 |
| 79 | 80 | 81 | 82 | 83 | 84 | 84 | 86 | 86 | 87 |
| 80 | 82 | 82 | 83 | 84 | 85 | 86 | 87 | 87 | 88 |
| 81 | 83 | 83 | 84 | 85 | 86 | 87 | 88 | 88 | 89 |
| 82 | 84 | 84 | 85 | 86 | 87 | 88 | 89 | 89 | 90 |
| 83 | 85 | 85 | 86 | 87 | 88 | 89 | 90 | 90 | 91 |
| 84 | 86 | 86 | 87 | 88 | 89 | 90 | 91 | 91 | 92 |
| 85 | 87 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 93 |
| 86 | 88 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 |
| 87 | 89 | 90 | 90 | 91 | 92 | 93 | 94 | 95 | 96 |
| 88 | 90 | 91 | 91 | 92 | 93 | 94 | 95 | 96 | 97 |
| 89 | 91 | 92 | 92 | 93 | 94 | 95 | 96 | 97 | 98 |
| 90 | 92 | 93 | 94 | 94 | 95 | 96 | 97 | 98 | 99 |
| 91 | 93 | 94 | 95 | 95 | 96 | 97 | 98 | 99 | 100 |
| 92 | 94 | 95 | 96 | 97 | 97 | 98 | 99 | 100 | 101 |
| 93 | 95 | 96 | 97 | 98 | 98 | 99 | 100 | 101 | 102 |
| 94 | 96 | 97 | 98 | 99 | 100 | 100 | 101 | 102 | 103 |
| 95 | 97 | 98 | 99 | 100 | 101 | 102 | 103 | 103 | 104 |
| 96 | 98 | 99 | 100 | 101 | 102 | 103 | 104 | 105 | 106 |
| 97 | 99 | 100 | 101 | 102 | 103 | 104 | 105 | 106 | 107 |
| 98 | 100 | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 |
| 99 | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 |
| 100 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 |

Rounded: Only fractions over half counted as whole.

The percentage columns at the top of the chart may be extended beyond 110 if it is believed that the amount of the unused acreage available will be sufficient to increase the allotments to a percentage larger than 55 percent of the 1937 planted and diverted acreage. In no case, however, will the allotments to farms in any county be increased beyond 66.7 percent of the 1937 planted and diverted acreage. If the acreage available for apportioning in a county will provide for allotments in excess of 66.7 percent of the 1937 planted and diverted acreage, such excess shall revert to the State reserve irrespective of the amount of the acreage ear-marked for use in the county.

For each one-half of one percent additional increase beyond 55 percent of the 1937 planted plus diverted acreage that would be necessary to allot the unused acreage available, one percentage column must be added to the chart. The acreages entered in the body of the chart are allotments computed on the basis of multiplying the 1937 planted plus diverted acreage by the varying percentages at the heading of each column.

In order to determine the farms for which cotton acreage allotments should be adjusted upward as well as the amount of the increase in the allotment for such farm, it will be necessary to compare the present allotment for each farm with the allotment computed on the basis of the varying percentages of the 1937 planted and diverted cotton acreage as shown in the chart for those farms on which the 1937 measured cotton acreage was less than the 1937 cotton base established for the farm in connection with the 1937 Agricultural Conservation Program and for which the present acreage allotment is not revised by releasing any unused cotton acreage allotment.

Fifty percent of the 1937 planted and diverted acreage which is entered in column 13 or column 17 of Form ACP-58, as the case may be, should be located in the column on the extreme left side of the chart and the present acreage allotment for the farm which is entered in column 12, 13, 16, or 17 of Form ACP-58, as the case may be, compared with the figures entered in each percentage column of the chart. The work sheet serial number and the amount by which the figure entered in each percentage column in the body of the chart for the respective farm (but not in excess of 40 percent of the acreage in the farm which is tilled annually or in regular rotation) exceeds the present allotment for the farm should be entered under the applicable columns on a tabulation sheet with the following headings:

Work sheet
serial

| <u>number</u> | <u>102</u> | <u>103</u> | <u>104</u> | <u>105</u> | <u>106</u> | <u>107</u> | <u>108</u> | <u>109</u> | <u>110</u> |
|---------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
|---------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|

The percentage column for which an entry is made in the tabulation as determined above should correspond to the percentage column in the chart from which the entry was computed. Only those

farms which have an allotment at present less than 110 percent (or a higher percentage if deemed necessary) of one-half of the 1937 planted and diverted acreage will be listed. The amount by which the present allotment would be increased if the various minimum farm ratios were adopted should be entered in the column under each of the applicable percentages.

In the example given below the present allotment is entered under the letters "P.A.", 50 percent of the 1937 planted and diverted acreage under "M.A.", and the tilled acreage under "T.A." In the first example the present allotment for the farm of 37 acres would not be increased unless the minimum farm ratio were 105 percent of one-half of the planted and diverted acreage. If the minimum ratio were 109 percent the increase would be 2 acres. This is determined by locating 50 percent of the planted and diverted acreage for the farm, which is 36 acres, on the left side of the chart and comparing the figure on that line under the 109 percent column, which is 39, with the percent allotment of 37. In the second example the increase in allotment is limited by 40 percent of the tilled land for any minimum ratio beyond 107 percent of one-half of the 1937 planted and diverted acreage.

| P. A. | M.A. | T.A. | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 |
|-------|------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 37 | 36 | 110 | 0 | 0 | 0 | 1 | 1 | 2 | 2 | 2 | 3 |
| 75 | 75 | 200 | 1 | 2 | 3 | 4 | 4 | 5 | 5 | 5 | 5 |
| 26 | 26 | 100 | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 3 |
| 50 | 46 | 190 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

Reference should be made to the chart in all cases unless it can be readily determined by inspection that the present allotment for the farm exceeds 50 percent of the 1937 planted and diverted acreage by more than 10 percent. There should not be any entries on the tabulation unless 110 percent (or a higher percentage if used) of one-half of the 1937 planted and diverted acreage is in excess of the present allotment.

When this tabulation has been completed for all farms in the county (or State), each percentage column should be summarized to determine the amount required to increase the allotments to the respective minimum farm ratios. The total of each column should be compared with the unused acreage available for distribution. The percentage in the heading of the column of which the total is the least amount below the unused acreage available will be the minimum farm ratio for the county or State, as the case may

be. The acreage entered in such column for each farm will then be added to the present acreage allotment for the farm and such new final acreage allotment entered in column 17 for farms in counties in which the present allotment for the farm is entered in column 12 and in column 15 for counties in which the present allotment is entered in column 16. In no case should the new final acreage allotment exceed 40 percent of the acreage which is tilled annually or in regular rotation. This may be determined in most cases from column 5 of Form ACP-58. If the indicated new final acreage allotment exceeds 40 percent of the figure in column 5 of Form ACP-58, it will be necessary to determine from the work sheet if any acreage of sugarcane for sugar, wheat, rice, or tobacco were deducted from the tilled acreage in determining the adopted tilled acreage for the farm.

Approved August 26, 1938.

/s/ M. L. Wilson

Acting Secretary of Agriculture.

